

**Board Minutes
2017**



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12/16

Note: Dates after the policies indicate the date the policy was last reviewed or revised by the board.

2017 Budget

A 1

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$69,576
1.12	Salary of Assistants	\$1,081,147
1.13	Wages of Janitor	\$90,743
1.2	Employee benefits	
1.21	Employer: FICA	\$94,972
1.22	Unemployment Comp	\$7,013
1.23	Employer: PERF	\$109,072
1.24	Employer: Group Insur.	\$150,836
1.31.	Other Personal Services	\$0
	Total Personal Services	\$1,603,359

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$600
2.12	Stationery/printing	\$500
2.13	Other office supplies	\$8,500
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$6,500
2.22	Fuel/oil/lubricants	\$0
2.23	Other operating supplies	\$8,000
2.3	Repair/maintenance supplies	
2.31	Building materials	\$1,000
2.32	Painting supplies	\$400
2.33	Repair parts	\$1,000
2.4	Other supplies	
2.41	Library supplies	\$15,500
2.42	Marketing	\$50
	Total Supplies	\$42,050

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$7,500
3.14	Other profess. services	\$26,564
3.145	Databases/Licensing Services	\$25,427
3.146	E-Books Services	\$16,600
3.2	Communication/Transportation	
3.21	Telephone	\$3,800

3.22	Postage	\$3,000
3.23	Traveling expenses	\$20,000
3.24	Professional mtgs	\$8,500
3.25	Freight/Express	\$2,000
3.26	Network expenses	\$76,620
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$600
3.32	Printing (not offc. supply)	\$0
3.33	Marketing advertising	\$1,800
3.4	Insurance	
3.41	Official bonds	\$300
3.42	Other insurance	\$27,000
3.5	Utility services	
3.51	Gas	\$45,000
3.52	Electricity	\$100,000
3.53	Water	\$4,000
3.54	Waste disposal service	\$7,500
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$117,170
3.62	Equipment	\$3,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$300
3.91	Dues	\$2,200
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	\$250
3.94	Transfer to LIRF	\$75,822
3.95	Book reimbursement	\$200
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$114,233

Total Other Services/Charges	\$689,506
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4 CAPITAL OUTLAYS

4.1	Land	
4.2	Buildings	
4.3	Improvements	\$0
4.4	Furniture/equipment	\$82,624
4.5	Other capital outlays	
4.51	Books	\$160,000
4.52	Periodicals,newspapers	\$25,000
4.53	Nonprint materials	\$60,000

Total Capital Outlays	\$327,624
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FUND TOTAL	\$2,662,539
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Board Meeting Dates

2017

**Meetings are held at 6:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 9

Monday, February 13
Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 13

Monday, April 10 (at DeMotte)
DeMotte Librarian & Children's Specialist Annual Reports

Monday, May 8

Monday, June 12
Webmaster Annual Report

Monday, July 10

Monday, August 14

Monday, September 11 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 9

Monday, November 13
Technical Services & Systems Administrator Annual Reports

Monday, December 11

Wednesday, December 27 (Special Year End Meeting-time to be announced)

Holiday Schedule 2017

The Libraries will be closed on the following days:

New Year's Day: Monday, January 2
Memorial Day: Monday, May 29
Independence Day: Tuesday, July 4
Labor Day: Monday, September 4
Thanksgiving: Thursday, November 23
Christmas Eve: Sunday, December 24*
Christmas Day: Monday, December 25
New Year's Eve: Sunday, December 31*

*Because Christmas Eve and New Year's Eve both fall on Sunday, a day that the library is normally closed, and the library will be closed on Monday, December 25 in observance of Christmas Day, eligible staff will be given equivalent time off with pay during the month of December. These days are to be requested using a vacation/holiday request form. Supervisor approval is required.

In addition, all locations will close at 5:00 PM
on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2017.

LIBRARY POLICY REVIEW SCHEDULE 2017

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Materiality Policy	204
	Code of Ethics Policy	206
February:	FAX Machine Policy	125
	Board Commitment	147
	Staff Commitment	149
	Gift Policy	183
	Debit/Credit Card Processing Policy	202
March:	Microfilm Reader/Printer Policy	155
	FMLA/Military Leave Policy	171
	LCD (Digital) Projector Policy	179
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Internet Acceptable Use/Safety Policy	151
	Social Media Policy	196
July:	Public Relations/Information Policy	97
	Public Records Policy	99
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board By-Laws	81
	Mission/Role/Values	87
	Blu-ray/VHS/DVD Policy	107
	Group Visit Policy	169
October:	Public Forum Policy	137
	Harassment/Discrimination Policy	139
	Library Credit Card Policy	180
November:	Materials Selection Policy	93
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

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February:	Holiday Policy	127
	Library Behavior Policy	141
	Circulating Software Policy	165
March:	Staff Complaint Policy	146
	Public Purchase Policy	175
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
	Social Media Policy	196
July:	Fax Machine Policy	125
	Reciprocal Borrowing Policy	159
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
	Fixed Asset Policy	181
September:	Board By-Laws	81
	Board/Staff Privileges	143 & 145
	Mobile Computer Lab	185
October:	Computer/Typewriter Use Policy	123
	Reference Policy	135
	ADA Notice	190
	Video Surveillance Policy	200
November:	Meeting Room Policy	101-103
	Circulation Policy	161
December:	No policies reviewed	

Library Board Committees 2017

Budget Committee: Mark Heinig, chair; Jody Melton; Kevin Kaluf

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Janet Umlauf, chair; Deana George; Janelle Harper

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Natalie Waling, chair; Janet Umlauf; Jody Melton

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Deana George, chair; Natalie Waling Kevin Kaluf;

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

Jasper County Public Library 2017 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President:			
Jody Melton	[REDACTED]	August 2, 2019	Pres. KV & West Central School Boards
[REDACTED]	[REDACTED]	[REDACTED]	
Vice-President:			
Janet Umlauf	[REDACTED]	December 31, 2019	County Commissioners
[REDACTED]	[REDACTED]		
Secretary:			
Natalie Waling	866-3240	December 31, 2017	County Council
[REDACTED]	[REDACTED]	[REDACTED]	
Treasurer:			
Mark Heinig	[REDACTED]	May 9, 2018	Rensselaer Central School Board
[REDACTED]	[REDACTED]		
Asst. Treasurer:			
Janelle Harper	[REDACTED]	December 31, 2018	County Commissioners
[REDACTED]	[REDACTED]		
Kristie Housman	[REDACTED]	May 11, 2021	Rensselaer Central School Board
[REDACTED]	[REDACTED]		
Kevin Kaluf	[REDACTED]	June 30, 2020	County Council
[REDACTED]	[REDACTED]	[REDACTED]	

EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL_PHONE
LONG, Rebecca	Tech Services Librarian - R				
BARKO, Donna	HR Specialist - R				
BEEDLE, Marlene	Specialist - D				
BELT, Sheree	Clerk - W				
BISHOP, Nicole	Clerk - D				
BRISTOL, Evelyn	Agency Librarian - W				
BROWN, Phyllis	Clerk - D				
CARR, Renee	Specialist - D				
CAVINDER, Rachael	Y.S. Specialist - W				
DEVRIES, Carolyn	Specialist - W				
DEL VECCHIO, Yvonne D	Spec Serv Asst - D				
DELGER, Kimberly (Kim)	Specialist - D				
DUDA, John	Janitor - R				
EENIGENBURG, Patty	Assistant - D				
FAGENBAUM, Autumn	Page - D				
GILBERT, Jason	Maintenance - W				
GILMORE, Rayann	Business Mgr - R				
GURITZ, Carlie	Clerk - D				
HAHLICA, Nickole	YS Assistant - W				
HAUSENFLECK, Karla	YS Assistant - D				
HERNANDEZ, Saul	Janitor - R				
HEUFT, Crystal	Page - W				
HOPKINS, Beth	Page - R				
HROMADA, Bill	Courier - R				
HUNTER, Kimberly	Assistant - R				
JONES, Margaret	Janitor - W				
KLAUER, Alesia	Clerk - W				
KRISTOFF, Deborah	DeMotte Branch Manager - D				
KUHN, Rachel	Specialist - R				
LABERT, Jean	Janitor/TS LA - D, R				
LANE, CORI	Clerk - R				
LENTINO, Kari	Page - R				
LINTNER, Asia	Clerk - R				
LYONS, Diane	Clerk - R				
MAXWELL, Sheila	Systems Admin - R				
MICHELIN, Peggy	T.S. Specialist - R				
MOLENAAR, Isabelle	Page - D				
MOLENAAR, Mary	TS Specialist - R				
NAGEL, Jessica	Page - R				
ORSAG, Hannah	Clerk - D				
PHILLIPS, Nancy	Y.S. Assistant - R				
POORTENGA, Linda	HQ Librarian - R				
POSTMA, Benjamin	Maintenance - D				
QUICK, Andrea	Assistant - R				
RICHARDSON, Callee	Page - W				
SALYER, Beth	Clerk - R				
SANDERS, Christina	Janitor - W				
SAXON, Kaitlyn	Page - D				
SMITH, Cindy	Clerk - R				
SMITH, Melissa	Specialist - R				
SPEACHT, Nanette	Assistant - W				
STRINGFELLOW, Patty	Director - R				
THOMPSON, Linda	Assistant - W				
TRAINOR, Neile	Clerk - W				
TRAPP, Addison	Page - R				
VAN BLAIRCOM, Daniel	Maintenance - R				
WIDNER, Melissa	Specialist - R				
WILMA, Janice	Librarian - R				
WINKOOP, Dorene	Clerk - W				

Revised 11/28/2016

BOARD AND ADMINISTRATION MONTHLY TASKS

(Library will receive Certified Shares county adjusted gross income tax (CAGIT) monthly.)

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.
2. New officers take office.
3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating
4. Annual salary ordinance is approved.
5. Bond payment due by January 15. (2004 bond)
6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).
7. Annual statistic report due to Indiana State Library by January 31.
8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January.
9. Materiality Policy & Code of Ethics Policy reviewed annually.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1. Internal Control training certifications uploaded with report.
2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.
3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.
4. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years.
2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.
3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.
2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. By June 1 names and addresses of employees sent to County Treasurer.
2. Property tax distribution of May 10 collection by June 29.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.
2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.
3. Bond payment due by July 15 (Bond of 2004).
4. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

August

1. Deadline for county auditors to certify 2016 pay 2017 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1

September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2017 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.
2. DLGF will establish the last day for first and second publications of proposed 2017 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.
3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.
2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.
3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.
4. Board Nominating Committee prepares slate of officers for following year.
5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway with a copy provided for County Auditor no later than two days after adoption. Final due date in DLGF memo.

November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.
2. Nominating Committee presents slate of officers at board meeting.
2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates. Due by the end of the year!
3. Assistant treasurer is selected by board.

4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)
5. Internal Control Standards & System Reviewed/Revised/Adopted by Board
6. All staff/board trained on Internal Control Standards & System with training certifications signed and submitted to Business Office.

December

1. Election of officers.
2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!
3. Library receives last installment of property, CVET, excise & financial institution tax revenues.
4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.
5. Provide board with board meeting schedule for following year.
6. Create Board Policy Review Schedule for following 2 years.
7. By December 1 names and addresses of employees sent to County Treasurer.
8. Director distributes list of ensuing years' holidays.
9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

revised 12/16

**Bylaws of the Board of Trustees
of the
Jasper County Public Library**

ARTICLE I

ORGANIZATION

- Section 1 **Name.** The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."
- Section 2 **Organization.** The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.
- Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

- Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.
- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

- Section 1 **Appointments**. The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.
- Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

- Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.
- Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings.** Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions.** Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum.** For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote.** An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings.** Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)

Approval of agenda format and of consent agenda items

General business

Director's Report

Items for future agendas

Public forum

Adjournment

- Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

- Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.
- Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.
- Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.
- Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

- Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies.** When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

ARTICLE XII

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/16; reviewed 9/17

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 9, 2017, 6pm
Rensselaer Public Library

Executive Session: To discuss the purchase of real estate
(as authorized by IC 5-14-1.5-6.1(b)(2)(D).)

Board of Finance Meeting

Purpose

Annual Financial Report (R 8)	Information
Outstanding Checks (F2.2)	information
Accounting Practices for 2017 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 16)	Action
Designate Newspapers for Publishing Notices (R 22)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2017 (R 7)
Policy Review (R 23)
Workshop Requests (R 23)

General Business

Oath of Office – Treasurer (R 23)	Action
Conflict of Interest (R 18; R 23)	Information
Committee Assignments (R 23)	Information
Indiana State Park Entrance Pass (R 20, R 24)	Action

Director's Report (R 22-R 25) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

December 12, 2016
Rensselaer Library

Present: Natalie Waling, Jody Melton, Janelle Harper, Mark Heinig, Kevin Kaluf, Janet Umlauf, Patricia Stringfellow, Rayann Gilmore

Absent: Deana George

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, and bills/financial reports were approved as presented on a motion by J. Umlauf and seconded by M. Heinig. Motion passed. No policies were up for review.

DeMotte Tile Floor Update: At the November meeting, P. Stringfellow shared an action plan for the completion of the tile floor project. The action plan has been completed. The walls have been painted but don't look the greatest. The wallpaper had to be removed before painting as it was peeling from the walls at the top. The walls were sanded but not all adhesive left behind could be removed due to the glue being applied liberally and in different thicknesses in 1991 when the wallpaper was originally installed. A good quality semi-gloss paint with primer was used for this high traffic area which covered the walls well but a difference in sheen is noticed. Imperfections are caught in the light and are visible at some angles. We purposely selected a semi-gloss for ease of cleaning, but semi-gloss does not hide imperfections. A satin or egg shell paint would dull it down, but the walls won't be smoother. Skim coat is needed to really smooth out the walls, and this is something that our vendor does not do. This would be expensive to do. The vendor has also provided the haze remover and sealer for the tile floor that will be applied by our janitors now that painting is complete. The tile floor is already looking cleaner, even before these applications. The vendor has done his due diligence. P. Stringfellow will pursue skim coating and repainting the foyer in 2017.

Personnel Policy Revision: At the November meeting, P. Stringfellow explained new Department of Labor (DOL) rules that were to go into effect December 1, 2016 that necessitated a change in our Personnel Policy. The new rules are now on hold because several states have joined in a lawsuit filed against the DOL. On Tuesday, November 22 the judge assigned to the case issued a preliminary injunction which basically means the rules are on hold until the court has a chance to decide the case. In light of this new information, we recommend that the library continue to follow the existing rules and change our Personnel Policy back to its previous language regarding exempt/nonexempt employees. We were making changes based on the DOL requirements which are now on hold. The Board was presented with a revised Personnel Policy for their review that included revisions in the definitions section, the jury duty section, and the overtime guidelines section. N. Waling moved, seconded by J. Harper, to approve the Personnel Policy revisions as presented. Motion passed.

2017 Salary Increase: P. Stringfellow explained that the 2017 Budget was written to support a 3% salary increase. M. Heing motioned to approve a 3% salary increase for staff in 2017, seconded by N. Waling. Motion passed. K. Kaluf abstained from the vote.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund (LIRF). It is good to set aside money for future improvements each year. We anticipate a good operating balance for the start of the year. This year we recommend transferring \$35,000 from line 3.94 of Operating to LIRF.

M. Heing moved to transfer \$35,000 from our Operating Budget to the Library Improvement Reserve Fund, seconded by J. Umlauf. Motion passed.

Election of Officers: K. Kaluf made a motion to elect the slate of officers as presented: President- J. Melton, Vice-President- J. Umlauf, Secretary- N. Waling, Treasurer- M. Heinig, Assistant Treasurer- J. Harper. J. Harper seconded the motion. Motion passed.

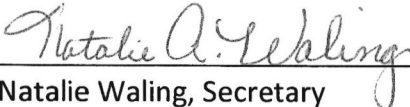
End of December Board Meeting: Board members are scheduled to meet Wednesday, December 28, 2016 at 8:30am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. M. Heinig, D. George, N. Waling, and K. Kaluf are able to attend with J. Harper available if needed.

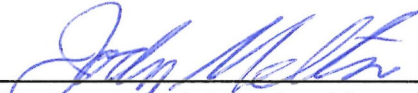
Director's Report: We received our official audit report from the State Board of Accounts. P. Stringfellow had a copy available for the Board to review.

Ed Dumas and P. Stringfellow have met with homeowners or parties representing home owners of the properties adjacent to the DeMotte Library. E. Dumas will be present at the January Board meeting to report to the Board.

Bicentennial Programs have wrapped up. The libraries celebrated our state's birthday in many creative ways through the year and helped our community know and appreciate their home state.

Adjournment: With no further matters for discussion J. Melton adjourned the meeting at 6:39 PM.


Natalie Waling, Secretary


Attest: Jody Melton, President

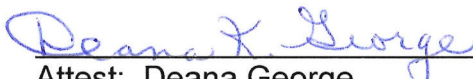
Minutes.....December 28, 2016
Meeting of the Jasper County Public Library Board
Rensselaer Library **8:30 AM**

Present: Kevin Kaluf, Mark Heinig, Deana George, Natalie Waling, Patty Stringfellow

On a motion by M. Heinig, seconded by N. Waling, the Board unanimously approved year-end bills.

On a motion by N. Waling, seconded by K. Kaluf the Board unanimously approved transfers in the Operating Fund.

With no further business, the meeting adjourned at 8:50 AM.


Attest: Deana George


Natalie Waling, Secretary

CIRCULATION BY HOLDINGS CODE

December 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	31	2	0	33
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	32	2	0	34
Blu-Ray (DBR)	107	0	0	107
Books on CD (DBKCD)	155	1	2	158
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	110	2	1	113
Digital Audiobooks (DDA)	11	0	2	13
DVD (DDVD)	1120	18	11	1149
Equipment (DEQP)	55	0	0	55
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	1	0	0	1
Fiction (DFIC)	499	17	8	524
Fiction Fantasy (DFICF)	11	1	0	12
Fiction Mystery (DFICM)	73	8	0	81
Fiction New (DFICNEW)	369	20	19	408
Fiction Science Fiction (DFICSF)	8	0	0	8
Fiction Western (DFICW)	0	0	0	0
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	42	1	0	43
Hanging Bags (DHANG)	10	0	0	10
ILL (DILL)	9	0	0	9
Internet (DINTER)	655	0	0	655
Juv. Audio book (DJAUDB)	8	0	3	11
Juv. Biography (DJBIO)	13	1	0	14
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	56	0	0	56
Juvenile Easy (DJE)	552	10	1	563
Juv. Easy Non-fiction (DJENF)	10	0	0	10
Juv. Easy Reader (DJER)	222	2	0	224
Juv. Fiction (DJFIC)	349	11	0	360
Juv. Holiday books (DJHOL)	205	5	2	212
Juv. Magazine (DJMAG)	34	0	1	35
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	164	14	0	178
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	3	0	0	3
Juv. Toddler (DJTOD)	107	1	0	108

Large Print Fiction (DLPF)	176	22	5	203
Large Print Nonfic (DLPNF)	9	2	0	11
Magazine (DMAG)	456	0	0	456
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	2	1	7
Nonfiction 100 (DNF100)	5	1	0	6
Nonfiction 200 (DNF200)	18	0	0	18
Nonfiction 300 (DNF300)	17	1	1	19
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	18	0	0	18
Nonfiction 600 (DNF600)	54	4	1	59
Nonfiction 700 (DNF700)	29	1	5	35
Nonfiction 800 (DNF800)	14	0	0	14
Nonfiction 900 (DNF900)	19	2	2	23
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	41	0	1	42
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	76	2	11	89
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	15	0	0	15
Software (DSWAR)	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	86	6	4	96
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	5	4	1	10
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	0	1	3
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	21	0	22
Blu-Ray (RBR)	0	263	0	263
Books on CD (RBKCD)	3	87	2	92
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	164	0	166
Digital Audiobooks (RDA)	2	28	2	32
DVD (RDVD)	19	2183	15	2217
Equipment (REQP)	0	0	0	0
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	15	521	11	547
Fiction New (RFICNEW)	21	331	16	368

Genealogy (RGENE)	0	5	0	5
Genealogy Mag (RGMAG)	0	2	0	2
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	60	10	70
Hanging Bag (RHANG)	0	15	0	15
ILL (RILL)	2	29	0	31
Internet (RINTER)	0	1051	0	1051
Juv. Audio book (RJAUDB)	0	25	2	27
Juv. Biography (RJBIO)	0	8	0	8
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	32	0	32
Juvenile Easy (RJE)	13	458	1	472
Juv. Easy Non-fiction (RJENF)	1	30	0	31
Juv. Easy Reader (RJER)	1	180	0	181
Juv. Fiction (RJFIC)	6	362	1	369
Juv. Magazine (RJMAG)	0	32	0	32
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	169	2	179
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	9	79	0	88
Large Print Fiction (RLPF)	14	140	2	156
Large Print Nonfic (RLPNF)	0	6	0	6
Magazine (RMAG)	0	386	2	388
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	0	4
Non-Fiction 100 (RNF100)	1	5	0	6
Non-Fiction 200 (RNF200)	3	13	1	17
Non-Fiction 300 (RNF300)	2	29	1	32
Non-Fiction 400 (RNF400)	0	8	0	8
Non-Fiction 500 (RNF500)	1	20	0	21
Non-Fiction 600 (RNF600)	7	137	8	152
Non-Fiction 700 (RNF700)	5	35	0	40
Non-Fiction 800 (RNF800)	2	4	0	6
Non-Fiction 900 (RNF900)	0	47	1	48
Nonfiction Blu-Ray (RNFBR)	0	6	0	6
Nonfiction DVD (RNFDVD)	2	80	0	82
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	12	119	2	133
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	3	0	3
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	3	0	3
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	2	0	2
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	14	0	15
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	71	1	74
YA Music CD (RYACD)	1	46	0	47
YA Nonfiction (RYANF)	1	6	0	7
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	3	7	11
Blu-Ray (WBR)	0	0	143	143
Books on CD (WBKCD)	15	3	126	144
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	5	2	116	123
Digital Audiobooks (WDA)	2	0	13	15
DVD (WDVD)	6	21	1319	1346
Equipment (WEQP)	0	0	66	66
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	1	1
Fiction (WFIC)	30	13	314	357
Fiction Fantasy (WFICF)	0	1	1	2
Fiction Mystery (WFICM)	5	4	53	62
Fiction New (WFICNEW)	36	12	217	265
Fiction Science Fiction (WFICSF)	0	0	5	5
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	31	31
Hanging Bags (WHANG)	1	1	3	5
ILL (WILL)	0	1	21	22
Internet (WINTER)	0	0	452	452
Juv. Audio book (WJAUSB)	3	0	14	17
Juv. Biography (WJBIO)	1	1	10	12
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	10	10
Juvenile Easy (WJE)	9	7	323	339
Juv. Easy Non-fiction (WJENF)	0	0	24	24
Juv. Easy Reader (WJER)	14	2	203	219
Juv. Fiction (WJFIC)	25	12	215	252
Juv. Magazine (WJMAG)	0	0	5	5
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	14	90	110
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	3	103	108
Large Print Fiction (WLFPF)	15	18	139	172
Large Print Nonfic (WLPNF)	3	1	11	15
Magazine (WMAG)	1	0	240	241
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	0	0	0	0
Non-Fiction 200 (WNF200)	0	1	5	6
Non-Fiction 300 (WNF300)	2	1	5	8
Non-Fiction 400 (WNF400)	0	0	0	0

Non-Fiction 500 (WNF500)	2	0	5	7
Non-Fiction 600 (WNF600)	0	6	49	55
Non-Fiction 700 (WNF700)	1	1	17	19
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	1	1	28	30
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	1	52	55
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	6	5	33	44
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	7	5	84	96
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	5	7
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6432	7632	4731	18795

CIRCULATION BY HOLDINGS CODE
December 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	31	2	0	33
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	34	26	7	67
Blu-Ray (BR)	109	269	143	521
Books on CD (BKCD)	173	91	130	394
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	117	168	117	402
Digital Audiobooks (DA)	15	28	17	60
DVD (DVD)	1145	2222	1345	4712
Equipment (EQP)	55	0	66	121
See librarian (ERR)	0	0	0	0

Express Book (EXP)	1	0	1	2
Fiction (FIC)	544	551	333	1428
Fiction Fantasy (FICF)	11	2	1	14
Fiction Mystery (FICM)	78	12	53	143
Fiction New (FICNEW)	426	363	252	1041
Fiction Science Fiction (FICSF)	8	0	5	13
Fiction Western (FICW)	0	0	5	5
Genealogy (GENE)	0	5	0	5
Genealogy Mag (GMAG)	0	2	0	2
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	42	61	41	144
Hanging Bags (HANG)	11	16	3	30
ILL (ILL)	11	30	21	62
Internet (INTR)	655	1051	452	2158
Juv. Audio book (JAUDB)	11	25	19	55
Juv. Biography (JBIO)	14	10	10	34
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	56	32	10	98
Juvenile Easy (JE)	574	475	325	1374
Juv. Easy Non-Fiction (JENF)	11	30	24	65
Juv. Easy Reader (JER)	237	184	203	624
Juv. Fiction (JFIC)	380	385	216	981
Juv. Holiday (JHOL)	205	5	2	212
Juv. Magazine (JMAG)	34	32	6	72
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	178	197	92	467
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	3	2	0	5
Juv. Toddler (JTOD)	118	83	103	304
Large Print Fiction (LPF)	205	180	146	531
Large Print Nonfic (LPNF)	12	9	11	32
Magazine (MAG)	457	386	242	1085
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	6	3	13
Non-Fiction 100 (NF100)	6	6	0	12
Non-Fiction 200 (NF200)	21	14	6	41
Non-Fiction 300 (NF300)	21	31	7	59
Non-Fiction 400 (NF400)	1	8	0	9
Non-Fiction 500 (NF500)	21	20	5	46
Non-Fiction 600 (NF600)	61	147	58	266
Non-Fiction 700 (NF700)	35	37	22	94
Non-Fiction 800 (NF800)	16	4	0	20
Non-Fiction 900 (NF900)	20	50	31	101
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	45	81	53	179
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	94	126	46	266
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	3	0	4
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0

Reference (REF)	8	18	1	27
Reference Business (REFB)	0	3	0	3
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	15	0	0	15
Software (SWAR)	0	2	0	2
Vertical File (VF)	0	0	2	2
VHS	0	0	0	0
YA Audio book (YAUDB)	2	14	0	16
YA Biography (YAB)	2	1	0	3
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	95	82	89	266
YA Music CD (YACD)	1	46	0	47
YA Nonfiction (YANF)	6	12	6	24
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	1	1	4
				0
Free reads	263	189	74	526
Games/Puzzles	0	28	0	28
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6702	7867	4806	19375

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1538	1298	871	3707
Nonfiction	381	546	218	1145
CHILDREN'S BOOKS				
Fiction	1340	1129	847	3316
Nonfiction	411	245	128	784
YA BOOKS				
Fiction	138	143	130	411
Nonfiction	8	13	6	27
Magazines, Adult	457	388	242	1087
Magazines, Children	34	32	6	72
Sound Recordings, adult	307	301	265	873
Sound Recordings, ch	79	119	32	230
Online databases	0	0	0	0
Software	0	2	0	2
Vertical file	0	0	2	2
VHS/DVD/Blu-Ray	1299	2572	1541	5412
Equipment	55	0	66	121
Total	6047	6788	4354	17189
A-V Circulation	1685	2994	1838	6517
A-V Circulation as % of total	27.9%	44.1%	42.2%	37.9%

CIRCULATION STATISTICS

December 2016

SYSTEM

	DEMOTTE			RENSSELAER			WHEATFIELD			
	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Total Circ.
XX										
ADULT BOOKS										
Fiction	125	1	1,538	78	40	1,298	86	2	871	3,707
Nonfiction	58	3	381	87	187	546	30	7	218	1,145
CHILDREN'S BKS										
Fiction	68	1	1,340	63	5	1,129	71	0	847	3,316
Nonfiction	17	0	411	9	198	245	4	0	128	784
YA BOOKS										
Fiction	36	1	138	8	199	143	24	0	130	411
Nonfiction	3	0	8	1	74	13	0	0	6	27
Magazines,Adult			457			388			242	1,087
Magazines, Child			34			32			6	72
Games, Toys										0
Sound Rec/Adult	12	126	307	18	1	301	16	0	265	873
Sound Rec/Child	1	0	79	2	35	119	3	0	32	230
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	0	0	0	2	0	0	0	2
Vertical Files	0	0	0	0	0	0	0	0	2	2
VHS/DVD/BluRay	19	38	1,299	22	4	2,572	17	0	1,541	5,412
Equipment			55			0			66	121
TOTAL	339	170	6,047	288	743	6,788	251	9	4,354	17,189

[illegible]**END OF MONTH:**

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned

78,093

73,975

59,162

Circulation Increase/Decrease

-11.3%

-16.6%

-8.9%

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MONTHLY SYSTEM STATISTICS

2015

2016

% change

Current month's Circulation

19,732

17.189

-12.9%

Jan. to date circulation

278,853

258,113

-7.4%



DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
22,012	22,136	15,468	15,506	16,290	16,374
18,092	18,147	20,337	20,237	9,438	9,461
Fiction					
Nonfiction					
CHILDREN'S BKS					
15,958	16,025	13,399	13,457	12,667	12,738
8,577	8,594	6,931	6,742	6,439	6,443
Fiction					
Nonfiction					
YA BOOKS					
2,350	2,385	3,283	3,092	2,982	3,006
536	539	538	465	166	166
Fiction					
Nonfiction					
0 Magazines,Adult					
0 Magazines, Child					
0	0	0	0	0	0
Games, Toys					
3,957	3,843	50	67	4,402	4,418
Sound Rec/Adult					
688	689	4,313	4,280	940	943
Sound Rec/Child					
18	18	610	610	7	7
Online Databases					
209	209	17	17	-11	-11
Software					
-60	-60	169	169	4	4
Vertical Files					
5,469	5,450	9,173	9,191	5,539	5,556
VHS/DVD/Blu-ray					
118	118	142	142	57	57
Equipment					
77,924	78,093	74,430	73,975	58,920	59,162
TOTAL					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

December 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	138	30	180	39	191	41	509	110
LOCAL HISTORY								
In person	0	0	4	1	0	0	4	1
Letters written	7	7	2	2	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	655	27	1051	44	452	19	2158	90
Internet use-Wireless	1891		2325		651		4867	
Computer software used	97	8	73	6	95	8	265	22
VCR Use	0	0	2	0	1	0	3	0
Microforms	8	1	3	0	0	0	11	1
CD ROM/Online databases	138	12	121	10	53	4	312	26
Public FAX24	18		17		15		50	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	30	10	0	0	32	11
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	9		4		0		13	
Outreach activities	42	42	19	13	0	0	61	41
Notarized documents	10	3	8	2	3	1	21	5
Meeting Room Use (no. of group)	39	13	34	11	25	8	98	33
Study room use	38	3	54	5	20	2	112	9
Proctoring	1	1	5	3	0	0	6	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1737	
IN-HOUSE USE ITEMS	13		381		91		485	
SELF-CHECKOUT USE	156		443		229		828	
INTERLIBRARY LOANS (ILL/SRCS combined)								
Requests made for:							184	46
Items rec'd for:							170	85
Items requested by other libraries	8		21		11		40	
Items supplied to other libraries	7	4	19	10	11	6	37	19

REGISTRATIONS

Total Borrowers	7770	11557	4933	24260
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	307	504	136	947
Number of New Patrons Added	38	16	13	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	4	24	10	60	7	42	21	126
Number attending	90		70		151		311	
YA Programs (14-17)	0	0	4	24	2	12	6	36
Number attending	9		30		9		48	
Adult Programs	2	12	5	30	0	0	7	42
Number attending	57		118		36		211	
Senior Citizen Programs	11	66	1	6	3	18	15	90
Number attending	57		40		16		113	
Total Number of Programs	18	108	22	132	12	72	52	312
Total Persons Attending	213		258		212		683	
Total Attending Same Month Last Yr.	277		493		221		991	
Total Staff Hours Spent		258		287		161	706	823
Total Number of In-House Program	12		20		8		40	
Total Attendance	137		237		115		489	
Total Number of Outreach Program	6		2		4		12	
Total Attendance	76		21		97		194	

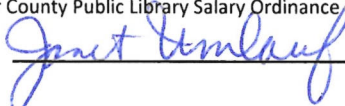
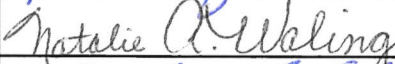
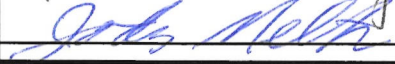
CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4282	70.9%	4643	68.3%	2875	66.0%	11800	68.6%
Corporate	6	0.1%	56	0.8%	0	0.0%	62	0.4%
Juvenile 0-11	94	1.6%	89	1.3%	19	0.4%	202	1.2%
Juvenile-AV	546	9.0%	838	12.3%	556	12.8%	1940	11.3%
Nonresident No Fee	0	0.0%	0	0.0%	5	0.1%	5	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	168	2.8%	170	2.5%	71	1.6%	409	2.4%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	115	1.9%	34	0.5%	0	0.0%	149	0.9%
Reciprocal YA	2	0.0%	7	0.1%	0	0.0%	9	0.1%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School AV	0	0.0%	8	0.1%	0	0.0%	8	0.0%
St. Joseph College	0	0.0%	41	0.6%	0	0.0%	41	0.2%
Staff	471	7.8%	635	9.3%	640	14.7%	1746	10.2%
Walking books	185	3.1%	126	1.9%	23	0.5%	334	1.9%
YA 12-17	32	0.5%	12	0.2%	1	0.0%	45	2.5%
YA-AV	139	2.3%	136	2.0%	163	3.7%	438	2.5%
Total	6040		6798		4353		17191	
 All items borrowed by nonresidents	 285	 4.7%	 263	 3.9%	 76	 1.7%	 624	 3.6%

2017 Salary Ordinance

Employee:	Classification	Date - Wage	Hrs/ Week	Hourly Rate	Proposed Annual Gross Salary
		Increase			
Amalong, Rebecca	TS Librarian - R	1/1	40	\$23.77	\$49,441.60
Barko, Donna	HR Spec 3 - R	1/1	32	\$17.32	\$28,820.48
Beedle, Marlene	Spec 1 - D	1/1	32	\$20.85	\$34,694.40
Belt, Sheree	Clerk - W	1/1	14	\$10.27	\$7,476.56
Bishop, Nicole	Clerk-D	1/1	14	\$10.12	\$7,367.36
Bristol, Evie	Lib 3 - W	1/1	40	\$20.10	\$41,808.00
Brown, Phyllis	Clerk- D	1/1,3/1,9/1	13	\$9.97/\$10.07/\$10.17	\$6,820.32
Carr, Renee	Spec 1 - D	1/1	10	\$21.63	\$11,247.60
Cavinder, Rachael	YS Spec 3 - W	1/1	35	\$20.42	\$37,164.40
DeVries, Carolyn	Spec 1 - W	1/1, 6/16	32	\$13.77/\$14.18	\$23,320.00
Del Vecchio, Yvonne	Asst 2 - D	1/1	32	\$13.73	\$22,846.72
Delger, Kim	Spec 1 - D	1/1, 7/1	40	\$15.00/\$15.45	\$31,668.00
Duda, John	Janitor - R	1/1	15	\$12.30	\$9,594.00
Eenigenburg, Patricia	Asst 2-D	1/1, 7/1	32	\$12.50/\$12.69	\$20,958.08
Fagenbaum, Autumn	Page- D	1/1, 4/1	10	\$7.45/\$7.55	\$3,913.00
Gilbert, Jason	Maintenance- W	1/1	12	\$13.93	\$8,692.32
Gilmore, Rayann	Bus. Mgr - R	1/1	40	\$18.83	\$39,166.40
Guritz, Carlie	Clerk - D	1/1	19	\$10.42	\$10,294.96
Hachlica, Nickole	Asst 2 - W	1/1, 7/16	32	\$12.50/\$12.69	\$20,945.92
Hausenfleck, Karla	Asst 2 - D	1/1	35	\$13.46	\$24,497.20
Hernandez, Saul	Janitor- D	1/1, 11/16	10	\$11.76/\$11.94	\$6,127.80
Heuft, Crystal	Page- W	1/1	9	\$7.70	\$3,603.60
Hopkins, Beth	Page - R	1/1,1/16,7/16	10	\$7.35/\$7.45/\$7.55	\$3,896.00
Hromada, William	Courier	1/1	10	\$13.05	\$6,786.00
Hunter, Kimberly	Asst 2- R	1/1	40	\$12.88	\$26,790.40
Jones, Margaret	Janitor - W	1/1	10	\$13.38	\$6,957.60
Kristoff, Deborah	Lib 3- D	1/1	40	\$19.80	\$41,184.00
Kuhn, Rachel	Spec 1- R	1/1	40	\$13.82	\$28,745.60
Lambert, Jean	Asst 1- R	1/1	20	\$12.28	\$12,771.20
Lambert, Jean	Janitor - D	1/1	20	\$13.81	\$14,362.40
Lane, Cori	Clerk- R	1/1	12	\$10.42	\$6,502.08
Lentino, Kari	Page - R	1/1	10	\$7.85	\$4,082.00
Lintner, Asia	Clerk - R	1/1,2/16	12	\$10.02/\$10.12	\$6,307.68
Lyons, Diane	Clerk- R	1/1	17.5	\$10.27	\$9,345.70
Maxwell, Sheila	Sys Adm - R	1/1	40	\$31.67	\$65,873.60
Michelin, Margaret	Spec 3 - R	1/1	40	\$21.77	\$45,281.60
Molenaar, Isabelle	Page- D	1/1,2/16,8/16	10	\$7.35/\$7.45/\$7.55	\$3,888.00
Molenaar, Mary	Spec. 1 - R	1/1	40	\$15.80	\$32,864.00
Nagel, Jessica	Page- R	1/1	10	\$7.85	\$4,082.00
Orsag, Hannah	Clerk - D	1/1,6/16	19	\$10.02/\$10.12	\$9,952.96
Phillips, Nancy	Asst 2 - R	1/1	35	\$14.63	\$26,626.60
Poortenga, Linda	Lib 3 - R	1/1	40	\$26.69	\$55,515.20
Postma, Benjamin	Maintenance- D	1/1	12	\$13.93	\$8,692.32
Quick, Andrea	Asst 2- R	1/1, 8/16	40	\$12.50/\$12.69	\$26,152.00
Richardson, Callee	Page- W	1/1,2/16,8/16	9	\$7.35/\$7.45/\$7.55	\$3,499.20
Salyer, Beth	Clerk-R	1/1	17.5	\$14.48	\$13,176.80
Sanders, Christina	Janitor-W	1/1	16	\$13.05	\$10,857.60
Saxon, Kaitlyn	Page - D	1/1,4/1	10	\$7.45/\$7.55	\$3,913.00
Smith, Cynthia	TS Clerk- R	1/1	29	\$11.47	\$17,296.76
Smith, Melissa	Spec 1 - R	1/1,8/16	40	\$13.77/\$14.18	\$28,969.60
Speacht, Nanette	Asst 2 - W	1/1	32	\$15.90	\$26,457.60
Stringfellow, Patty	Director - R	1/1	40	\$33.45	\$69,576.00
Thompson, Linda	Asst 2 - W	1/1	32	\$17.39	\$28,936.96
Trainor, Neile	Clerk- W	1/1	14	\$10.42	\$7,585.76
Trapp, Addison	Page - R	1/1,2/16,8/16	10	\$7.35/\$7.45/\$7.55	\$3,888.00
Van Blaircom, Daniel	Maintenance- R	1/1	12	\$13.72	\$8,561.28
Widner, Melissa	Spec 3 - R	1/1	40	\$18.44	\$38,355.20
Wilma, Janice	Lib 2- R	1/1	35	\$18.00	\$32,760.00
Wynkoop, Dorene	Clerk-W	1/1	14	\$11.82	\$8,604.96
New Clerk	Clerk- W	1/1,4/1,7/1	14	\$9.97/\$10.07/\$10.17	\$7,349.16
New Janitor	Janitor- R	1/1	15	\$11.76	\$9,172.80
New Children's Lib.	Spec 3- D	1/1	35	\$15.85	\$28,847.00
			1,490		\$1,244,935.34

We have examined and approved the year 2017 Jasper County Public Library Salary Ordinance dated January 9, 2017.

Director's Financial Report 2016

The library began the year with \$2,597,497.07 for all funds.

2016 began with \$621,832.00 in the Operating Fund. Operating Fund receipts exceeded disbursements by \$68,424.72 with the library only spending 88.6% of our Operating Fund budget. We ended with a balance of \$690,256.72. We were able to transfer \$35,000 to LIRF for future projects.

Property tax revenues were 102% of the anticipated amount. License Excise tax and Financial Institution Tax were slightly higher than anticipated at 111% and 103% respectively. CAGIT (County Adjusted Gross Income Tax) and LOIT Freeze (Local Option Income Tax) came in as expected. CVET (Commercial Vehicle Excise Tax) was slightly lower than expected at 89%.

We have \$470,000 principal and \$20,278.75 interest left to pay on our Bond. The Bond will be paid off in January of 2018.

We spent \$28,495.58 out of LIRF this year to make the final payment on the property adjacent to the DeMotte Public Library. We ended the year with \$181,354.35 in LIRF.

Capital Projects Fund earned \$9,383.73 primarily from interest on CDs. The Capital Projects Fund was declared dormant in September and the \$1,288,373.51 balance was transferred to the Rainy Day Fund.

In April, the Library received a one time, special distribution due to Jasper County's local option income tax of \$1,019,939.69. These funds were deposited into the Rainy Day Fund as per Indiana Code. We ended the year with \$2,622,356.36 in the Rainy Day Fund.

Our sweep account at Alliance Bank interest rate was .10% all year. We redeemed 3 CDs during the year at an interest rate of .75%. Funds have not been reinvested. With the additional money from the special distribution, other investment options are being evaluated. The Investment Report is included in the board packet.

We did not spend all of our Operating Budget for 2016, leaving us with a healthy balance going into 2017. We will continue to watch spending in the new year. We believe that overall the financial picture for 2017 will be positive.

Accounting Practices for 2017

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Rainy Day interest will be credited to the Rainy Day Fund.

Janelle Harper will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. She will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank, DeMotte State Bank, and PNC are designated as the library's depositories. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes and INPRS payments. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 9th day of January, 2017.

NAY

AYE

Mh JH

N. Waling

Judy Melton

Janet Hummel

My Viny

ATTEST:

Natalie A. Waling

Secretary of Appropriating Body

R18

LAW OFFICES
DUMAS, WEIST & MAHNESMITH
AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION
119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

MEMBERS OF THE FIRM
RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FOWLER, IN 47844
(765) 864-1840
FAX (765) 864-8450

THOMAS B. DUMAS
(1918-1996)
WILLIAM J. MÓRIARTY, JR.
(1938-1993)

(219) 866-4158
FAX (219) 866-2274
edd@nwlls.com
kentm@nwlls.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

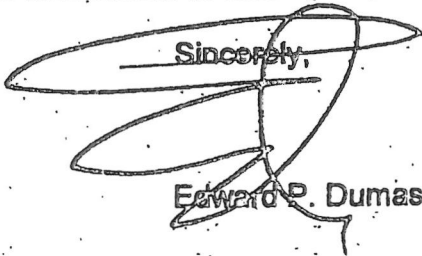
I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,


Edward P. Dumas

EPD:bm
Enclosure

**Jasper County Public Library
INDIANA STATE PARK ENTRANCE PASS POLICY**

- Each Library has one Indiana State Park Pass for circulation to Resident Adult borrowers.
- Pass must be returned to owning library.
- Loan period for the pass is 7 days.
- No Renewal is allowed; cannot transfer pass to another patron card on return
- No Holds are allowed
- Overdue fine is \$1 per day
- \$50 fee for replacement of lost pass plus a \$10 processing fee

This pass permits entrance into State Parks. It does not cover camping fees, cabin rentals, user fees or other fees associated with the use of Indiana's State Parks (more information on the back side of pass).

~~This is a one-year program offered as a part of the Indiana State Parks Centennial Celebration for 2016.~~

Adopted January 2016; revised 1/17

**Director's Report
December 2016**

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2016 Director's Financial Report.

A list of Outstanding Checks will be provided as information at our January meeting. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. These will be receipted back into the operating fund.

We recommend that the Accounting Practices 2017 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2017.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 16.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2017 Salary Ordinance: Please refer to R 7. The 2017 Salary Ordinance reflects a 3% increase in the salary of all employees eligible for a full increase as approved at the December 2016 meeting. New employees (or employees recently given new positions) will receive increases as per the Personnel Policy. **If you approve the Consent Agenda items, you will approve the 2017 Salary Ordinance.**

Policies for Review: Two policies are scheduled for review in January 2017 – Materiality Policy and Code of Ethics Policy. No revisions are recommended.

Workshop Requests: I am requesting permission to send four staff to Conflict Management Skills for Women offered by SkillPath in Lafayette, IN on February 28, 2017. Workshop content includes: conflict management strategies that work, getting a grip on anger and emotions, how to respond to anger, and conflict communication skills. Cost to attend is \$89 per person for four or more registrations. I am requesting permission to send our HR Specialist to an FMLA Master Class presented by our employment law attorneys on February 28, 2017 in Indianapolis. Workshop content includes: mastering FLMA fundamentals, managing serious health conditions and medical certifications, meeting FMLA deadlines, mastering tough FMLA issues, coordinating FMLA with ADA and Worker's Comp, and real-life application of FMLA rules. Cost to attend is \$549, an eye-popping amount. However, for us, this will be an investment in our understanding presented by the attorneys who have drafted our policies and help us grapple with FMLA matters as questions arise. FMLA-related matters are becoming more and more common for us and this is not easy stuff to administer correctly. It is fraught with pit falls, and the Department of Labor places a great significance on employer compliance. We have to get it right and try very hard to do so. To that end, I see this as money well invested. Monies have been budgeted for continuing education. **If you approve the Consent Agenda items, you will approve four staff attending the Conflict Management Skills for Women workshop and one staff member attending the FMLA Master Class.**

General Business:

Purchasing Property: Ed Dumas will be in attendance to report to the board about our meetings with homeowners of property adjacent to the DeMotte Library.

Oath of Office – Treasurer: Mark Heinig will take his oath as Treasurer. Janelle will not be in attendance in January so will take her oath as Assistant Treasurer in February.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 18. For several years a previous board member signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments: According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy

Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Indiana State Park Entrance Pass: On December 13, 2016 I received word from the State Library that the DNR has agreed to extend the Annual Parks Pass Program for one more year. One pass will be provided for each Indiana Library system and will arrive in January. So that each of our library locations will have a pass available for checkout we will purchase two additional passes. All of this is in direct parallel to how this service worked in 2016 when the DNR launched the Pass Program in celebration of our state's bicentennial celebration. I recommend that we circulate park passes with the same parameters used in 2016. Please see R 20 to review policy revisions. The only revision is removing the language about the bicentennial celebration. A board vote is required to revise the policy.

Director's Report:

On December 28, I received official word from the Department of Local Government Finance that our 2017 budget has been approved.

I spent the last month of the year presenting year-end reviews and preparing for 2017. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

All board and staff members did complete internal controls training as required. Signed certificates are on file in the business office. There will be new processes and procedures introduced to board and staff in 2017 as we continue to implement our newly adopted Internal Control Standards and System.

We did renew our Director and Officers Insurance Policy with Great American. The premium for this coverage that provides \$2 million in Director and Officers liability and \$2 million in employment practices liability remained the same at \$3645.

System Administrator News

Sheila attended an Automation Counterparts meeting which included discussions on lending hotspots, succession planning, password management, and pc reservation/print management software. Sheila also shared all that she had learned at the Internet Librarian Conference.

Technical Services News

Year-end orders were completed so Technical Services was inundated with boxes. Space has been made for these new arrivals and paperwork was

submitted to the business office so that the business year could be wrapped up. Staff used the remainder of their vacation time.

DeMotte Library News

Children were able to visit with Santa, receiving a candy cane and a free book with their visit. A program on Hans Christian Anderson and his Christmas stories was presented by Histories for Kids. Several interested teens attended this special program.

Rensselaer Library News

Linda applied for and received a Walmart Grant for \$1500 which will be used for Makerspace/STEAM-related activities and supplies. 850 items were collected for the food pantry due to the library's annual Christmas Tree Walk. 23 children came out to visit with Santa in spite of the bitter cold.

Wheatfield Library News

Evie notes that December was a slow month for her library. Circulation statistics and service counts reflect this slowdown. The Friends of the Library held a very lucrative bake sale and programs with a Christmas-related theme were offered for all ages.

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

December 31, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$228,278.29	\$2,334,768.83	\$364,775.19	\$2,403,193.55	\$690,256.72
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$522.85	\$10,581.87	\$1,600.00	\$13,149.67	\$14,301.35
DeMotte	\$3,280.63	\$148.89	\$2,966.90	\$50.00	\$3,429.53	\$3,743.26
Rensselaer	\$5,790.86	\$167.33	\$4,370.34	\$1,550.00	\$7,322.59	\$8,743.11
Wheatfield	\$2,662.06	\$206.63	\$3,244.63	\$0.00	\$2,397.55	\$1,814.98
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$35,012.22	\$35,147.96	\$181,354.35
Bond & Interest Redemption Fund	\$172,158.96	\$56.63	\$333,242.88	\$63,858.23	\$309,167.36	\$148,083.44
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$215.52	\$2,311,343.15	\$2,622,356.36
Includes Investments of:						
State Technology Fund Grant Fund	\$7,264.32	\$0.00	\$7,264.32	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,278,989.78	\$0.00	\$1,288,373.51	\$0.00	\$9,383.73	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$98.60	\$0.00	\$26,792.00	\$26,792.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$14.42	\$200.24	\$216.62
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$43.35	\$0.00	\$43.35	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,385.95	\$96,420.35	\$7,385.95	\$96,420.35	\$0.00
FICA Tax Collected	\$0.00	\$7,143.41	\$89,148.10	\$7,143.41	\$89,148.10	\$0.00
State Tax Collected	\$3,565.69	\$3,336.45	\$42,071.21	\$3,329.73	\$41,835.20	\$3,329.68
County Tax Collected	\$2,786.38	\$2,490.46	\$31,664.66	\$2,486.63	\$31,364.96	\$2,486.68
Deferred Comp.	\$0.00	\$1,990.00	\$24,040.00	\$1,990.00	\$24,040.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,590.30	\$43,058.41	\$3,579.19	\$43,122.80	\$64.39
Employee Life Insur.	\$0.00	\$181.35	\$2,191.96	\$181.34	\$2,192.32	\$0.36
Employee INPRS	\$0.00	\$2,970.63	\$36,284.71	\$2,970.63	\$36,284.71	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$257,946.32	\$4,367,905.65	\$494,542.46	\$5,472,829.45	\$3,702,420.87

Bank Balances
Jasper County Public Library
Report as of: 12/31/16

<i>Bank</i>		
1	Alliance Bank	\$3,702,150.87
2	Demotte State Bank	\$0.00
3	CD#002-0668943762 Fifth Third Bank	\$0.00
4	PNC Bank	\$0.00
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$0.00
8	CD#002-0668943770 Fifth Third Bank	\$0.00
<i>Total all banks =</i>		<i>\$3,702,420.87</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
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CLOSED INVESTMENTS:

8/18/16	002-0668943762	Fifth Third Bank	12 mon	\$500,000.00	0.750%	CPF	8/19/15	\$3,815.36	
8/18/16	002-0668943754	Fifth Third Bank	12 mon	\$275,000.00	0.750%	Rainy Day	8/19/15	\$5,532.27	
8/18/16	002-0668943770	Fifth Third Bank	12 mon	\$725,000.00	0.750%	CPF	8/19/15	\$2,098.45	

TOTAL INTEREST EARNED:	<u>\$11,446.08</u>
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List of outstanding checks to be voided
January 9, 2017

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

OUTSTANDING CHECKS

3/11/2013	CK# 32062	\$8.60	Operating Fund
9/8/2014	CK# 33302	\$14.96	Rens. Gift Fund
12/29/2014	CK# 33574	\$14.10	Rens. Gift Fund

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 12/1/16 To 12/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,629.86	\$67,475.99	\$82.01	99.9
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$84,731.81	\$1,056,069.87	\$35,300.13	96.8
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$6,175.82	\$78,720.70	\$9,291.30	89.4
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,143.41	\$89,148.10	\$6,242.90	93.5
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$3,160.82	\$6,677.82	\$0.00	\$6,677.82	\$0.00	100.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$8,625.44	\$107,367.20	\$2,431.80	97.8
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	(\$3,160.82)	\$146,775.18	\$10,038.47	\$123,355.75	\$23,419.43	84.0
Subtotal	\$1,605,583.00	\$0.00	\$1,605,583.00	\$122,344.81	\$1,528,815.43	\$76,767.57	95.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$85.92	\$85.92	\$514.08	14.3
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$974.88	\$7,513.35	\$986.65	88.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$265.51	\$5,414.20	\$585.80	90.2
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$1,044.40	\$5,025.42	\$1,974.58	71.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$251.78	\$748.22	25.2
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$265.77	\$134.23	66.4
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$17.46	\$213.61	\$1,286.39	14.2
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$864.64	\$13,126.92	\$2,223.08	85.5
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$32.88	\$17.12	65.8
Subtotal	\$40,900.00		\$40,900.00	\$3,252.81	\$31,929.85	\$8,970.15	78.1
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$332.50	\$2,855.25	\$3,144.75	47.6
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$70.00	\$6,859.77	\$3,140.23	68.6

F-3a

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$1,678.02	\$23,230.02	\$475.00	\$23,230.02	\$0.00	100.0
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$18,500.00	\$0.00	100.0
3.21 TELEPHONE	\$3,800.00	\$1,745.44	\$5,545.44	\$177.81	\$5,545.44	\$0.00	100.0
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$349.20	\$2,102.52	\$897.48	70.1
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$2,230.32	\$19,247.77	\$752.23	96.2
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$142.01	\$9,174.26	\$1,593.74	85.2
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$150.39	\$1,415.53	\$584.47	70.8
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$1,621.50	\$8,410.18	\$56,449.82	13.0
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$173.90	\$426.10	29.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	\$0.00	100.0
3.41 OFFICIAL BONDS	\$250.00	\$112.00	\$362.00	\$0.00	\$362.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$25,314.00	\$5,686.00	81.7
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,831.91	\$13,957.52	\$31,042.48	31.0
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$8,234.60	\$93,805.27	\$6,194.73	93.8
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$282.90	\$3,425.70	\$574.30	85.6
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$569.47	\$7,069.47	\$588.29	\$7,069.47	\$0.00	100.0
3.61 BUILDING & STRUCTURES	\$66,922.00	\$4,889.17	\$71,811.17	\$13,203.73	\$71,811.17	\$0.00	100.0
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,265.15	\$734.85	75.5
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$280.40	\$19.60	93.5
3.91 DUES	\$1,900.00	\$81.46	\$1,981.46	\$1,363.46	\$1,981.46	\$0.00	100.0
3.93 TAXES & ASSESSMENTS	\$250.00	\$654.08	\$904.08	\$0.00	\$904.08	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$100,000.00	(\$9,744.24)	\$90,255.76	\$35,000.00	\$35,000.00	\$55,255.76	38.8
3.95 BOOK REIMBURSEMENT	\$100.00	\$14.60	\$114.60	\$19.40	\$114.60	\$0.00	100.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$4,527.15	\$111,347.24	\$5,771.76	95.1
Subtotal	\$639,341.00	\$0.00	\$639,341.00	\$70,612.12	\$466,952.70	\$172,388.30	73.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$11,013.52	\$44,784.26	\$5,929.74	88.3
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$107.50	\$107.50	\$0.00	\$107.50	\$0.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	(\$107.50)	\$159,892.50	\$14,624.68	\$143,924.28	\$15,968.22	90.0
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$63.00	\$20,198.27	\$4,801.73	80.8
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$6,367.35	\$49,923.27	\$8,076.73	86.1
Subtotal	\$293,714.00	\$0.00	\$293,714.00	\$32,068.55	\$258,937.58	\$34,776.42	88.2
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$228,278.29	\$2,286,635.56	\$292,902.44	88.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/28/16	100 OPERATING FUND	1.22 UNEMPLOYMENT COMPENSATION	\$3,160.82	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	(\$3,160.82)	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	\$1,678.02	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	3.21 TELEPHONE	\$1,745.44	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	3.41 OFFICIAL BONDS	\$112.00	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	3.54 WASTE DISPOSAL SERVICES	\$569.47	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$4,889.17	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	3.91 DUES	\$81.46	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$654.08	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$9,744.24)	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.60	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	4.5 OTHER CAPITAL OUTLAYS	\$107.50	Transfer per Board Mtg Approval 12/28/16
12/28/16	100 OPERATING FUND	4.51 BOOKS	(\$107.50)	Transfer per Board Mtg Approval 12/28/16

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$0.00

Voucher List
Jasper County Public Library

Report Date: From 12/1/16 To 12/31/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35087	908	AARON'S LAWN CARE	12/12/16	Mowing & leaf cleanup	\$730.00
35088	909	ACE HARDWARE	12/12/16	Toilet repair parts, keys, door stops	\$39.50
35089	910	ANTHEM BLUE CROSS BLUE	12/12/16	Health Ins. Premiums- December 2016	\$12,251.16
35090	911	ANTHEM LIFE	12/12/16	Life Ins. Premiums- December 2016	\$94.68
35091	912	BAKER & TAYLOR	12/12/16	Books, Continuations, AV, Auto. Yours	\$13,015.01
35092	913	BAKER & TAYLOR ENTERTAIN	12/12/16	DVDs	\$3,185.07
35093	914	BLUETARP FINANCIAL, INC	12/12/16	Downspouts, razor blades, door bell	\$72.90
35094	915	BRODART CO.	12/12/16	Subject classification labels, video cabinets, drawer divider kits, flannel easel	\$1,857.59
35095	916	BUSINESS CARD	12/12/16	Bookkeeping Workshop expenses, children's supplies, Makerspace Counterparts meeting expenses, B2B expenses, DVDs	\$216.12
35096	917	CARDINAL OFFICE PRODUCT	12/12/16	DeMotte Patron Copier Maintenance 9/24/15-9/24/16	\$303.91
35097	918	CARRIAGE PAPER PRODUCT	12/12/16	Thermal receipt paper rolls	\$142.94
35098	919	CENTURYLINK	12/12/16	Long distance phone service- November 2016	\$16.52
35099	920	COURTNEY ARNDT	12/12/16	Patron reimbursement for fine overpayment	\$19.40
35100	921	CULLIGAN WATER CONDITIO	12/12/16	Wh: Water Cooler Rental-December 2016, 5-gallon drinking water- 7	\$62.60
35101	922	DELL MARKETING L.P.	12/12/16	Toner cartridges	\$267.88
35102	923	DELTA DENTAL	12/12/16	Dental Ins. Premiums- December 2016	\$522.18
35103	924	DEMCO	12/12/16	Polyfit	\$235.37
35104	925	ENA SERVICES LLC	12/12/16	Internet Service- November 2016	\$1,621.50
35105	926	ENGAGED PATRONS.ORG	12/12/16	Events Page Hosting Service 1/1/17-12/31/17	\$229.00
35106	927	FINDAWAY WORLD, LLC	12/12/16	Playaways, Playaway Views	\$1,109.32
35107	928	GRAINGER	12/12/16	Light bulbs	\$136.48
35108	929	HAMSTRA BUILDERS, INC.	12/12/16	Wh: Inspected & repaired unit for freezing up	\$304.60
35109	930	HP Products	12/12/16	Toilet paper, trash bags	\$239.52
35110	931	ICC Business Products	12/12/16	Chair mats	\$84.27
35111	932	INDIANA WASTE SERVICE	12/12/16	DeM: Trash pick-up December 2016	\$89.70
35112	933	INDIANA LIBRARY FEDERATIO	12/12/16	2017 Library Membership	\$1,363.46
35113	934	JANICE WILMA	12/12/16	Mileage 6/16-10/13/16: Management Meetings, Book Vendor meeting, AV shopping & loveseat pickup	\$153.90
35114	935	KIMBERLY HUNTER	12/12/16	ILF Conference expenses	\$9.80
35115	936	KIRBY RISK CORPORATION	12/12/16	Light bulbs	\$443.70
35116	937	LINDA THOMPSON	12/12/16	Mileage 11/15/16: Baker & Taylor Training	\$8.64
35117	938	MAPLETRONICS COMPUTERS	12/12/16	ESET Endpoint Antivirius Protection, 3 yr renewal	\$1,678.88
35118	939	MIDWEST TAPE	12/12/16	Audiobook sleeves	\$425.99
35119	940	NITCO	12/12/16	DeM: Local Phone & Fax Service- December 2016	\$161.29
35120	941	OFFICE DEPOT	12/12/16	Glue sticks, bandages, rolodex file, batteries	\$62.92
35121	942	PATTY STRINGFELLOW	12/12/16	Mileage 11/1-11/30/16: Branch Visits, Annual Report & Bookkeeping Workshop, NILBA Dinner; Directors Meeting expenses	\$264.45
35122	943	PRECISION CONTROL SYSTE	12/12/16	4th Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2016); DeM: No air flow in west conference room, replaced bad motor & blown fuse, womens bathroom overheating, ordered new stat; installed access door in ceiling in east meeting room to access VAV 18	\$3,444.13
35123	944	PROQUEST LLC	12/12/16	Rensselaer Republican Microfilm 1/2015-4/2016	\$258.30
35124	945	QUILL CORPORATION	12/12/16	Typewriter ribbons, color copy paper, ink cartridges, toner cartridges	\$467.49

F4b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35125	946	RACHAEL CAVINDER	12/12/16	Mileage 11/15-11/17/16: Baker & Taylor Training, Management Meeting	\$20.52
35126	947	RACHEL KUHN	12/12/16	Mileage 11/21/16: ILL Workshop	\$111.24
35127	948	RAINBOW BOOK COMPANY	12/12/16	Books	\$1,261.19
35128	949	REBECCA AMALONG	12/12/16	Mileage 10/12-10/19/16: Librarian's Council meeting, TLCU Conference	\$36.72
35129	950	RENSSELAER LAUNDRY ROO	12/12/16	Laundry	\$20.00
35130	951	REPUBLIC SERVICES #715	12/12/16	Wh: Trash Service-December 2016	\$82.15
35131	952	SUNRISE PACKAGING INC.	12/12/16	Audiobook cases	\$115.18
35132	953	SVT, LLC	12/12/16	Heroes Tree program expenses, Tuesday Movie program expenses, Management meeting expenses	\$51.74
35133	954	THREE TREE INVESTMENTS L	12/12/16	DeM: Tile Project tear out & installation; Wh: stain new pavers	\$8,985.00
35134	955	TRUGREEN PROCESSING CE	12/12/16	Rens: Tree & Shrub Treatment	\$89.00
35135	956	ULINE	12/12/16	Mats, trash cans	\$1,323.89
35136	957	VISION SERVICE PLAN	12/12/16	Vision Ins. Premiums-December 2016	\$214.74
35137	958	WAL-MART COMMUNITY/RFC	12/12/16	Author Visit expenses, Writing program expenses, Christmas program expenses, DVDs, Halloween expenses, CDs, children's supplies	\$425.56
0	959	PAYROLL	12/9/16	PAYROLL	\$48,303.67
0	960	BILL HROMADA	12/9/16	Courier Mileage 11/16/16 - 11/30/16 (Conf. #464)	\$334.80
0	961	GREAT-WEST RETIREMENT S	12/9/16	Annuity Contributions withheld 12/9/16 Payroll (conf# 466)	\$995.00
0	962	INDIANA DEPARTMENT OF RE	12/9/16	State & County Taxes withheld November 2016 Payrolls (Ref. #85702)	\$5,826.91
0	963	INPRS fbo PERF	12/9/16	INPRS Contributions 12/9/16 Payroll	\$5,794.47
0	964	IRS USA TAXPAYMENT	12/9/16	Federal Withholding, Medicare, & FICA withheld 12/9/16 Payroll & Ins. (Acknowledgement #52838954)	\$10,873.26
0	965	TOWN OF DEMOTTE	12/9/16	DeM: Water & Sewer Service- November 2016 (Conf. #463)	\$167.64
0	966	TOWN OF WHEATFIELD	12/9/16	Wh: Sewer Service- December 2016 (Conf# 465)	\$56.65
35138	967	A. E. BOYCE COMPANY, INC.	12/12/16	W2 forms & envelopes, 1099 forms & envelopes	\$85.92
35139	968	DIANA WRIGHT	12/12/16	Bicentennial Celebration expenses	\$30.00
35140	969	DUMAS & MAHNESMITH P.C.	12/12/16	Legal Assistance: Real Estate Purchase	\$332.50
35141	970	HAMSTRA BUILDERS, INC.	12/12/16	Rens: Sidewalk repairs	\$1,750.00
35142	971	JEFF GASTINEAU	12/12/16	Program Presenter	\$50.00
35143	972	KV POST NEWS	12/12/16	DeM: Newspaper subscription Acct# 0045635	\$63.00
35144	973	LINDA POORTENGA	12/12/16	Mileage 11/7-12/6/16: Makerspace Counterparts meeting, Chamber meeting, B2B, Reference Counterparts meeting	\$192.78
35145	974	NANCY PHILLIPS	12/12/16	Mileage 11/15/16: Baker & Taylor Training	\$23.76
35146	975	NIPSCO	12/12/16	Gas & electric service	\$6,344.61
35147	976	RACHEL KUHN	12/12/16	Ladies Book Discussion expenses, ILL workshop expenses & parking, ILF Conference expenses	\$48.90
35148	977	UNIQUE MANAGEMENT SERVI	12/12/16	Collections: Initial/Secondary Placements- November 2016	\$170.05
0	978	PAYROLL	12/23/16	PAYROLL	\$48,233.82
0	979	AFLAC	12/23/16	Supplemental Insurance December 2016 (Conf. #468)	\$727.36
0	980	BILL HROMADA	12/23/16	Courier Mileage 12/1/16 - 12/15/16 (Conf. #467)	\$368.28
0	981	CITY OF RENSSELAER	12/23/16	RENS: Utilities 11/08 - 12/8/16 (Conf. #469)	\$4,146.30
0	982	GREAT-WEST RETIREMENT S	12/23/16	Annuity Contributions withheld 12/23/16 Payroll (conf# 470)	\$995.00
0	983	INPRS fbo PERF	12/23/16	INPRS Contributions 12/23/16 Payroll	\$5,801.60
0	984	IRS USA TAXPAYMENT	12/23/16	Federal Withholding, Medicare, & FICA withheld 12/23/16 Payroll & Ins. (Acknowledgement #05539977)	\$10,799.51
0	985	ALLIANCE BANK	12/28/16	Direct Deposit Fees - November 2016	\$36.80
35149	986	ANDREA QUICK	12/28/16	Mileage 9/1-12/7/16: Walking Books	\$10.26
35150	987	BAKER & TAYLOR	12/28/16	Books, Continuations, AV, Auto. Yours	\$1,798.60

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35151	988	BAKER & TAYLOR ENTERTAIN	12/28/16	DVDs	\$55.71
35152	989	DANIEL VAN BLAIRCOM	12/28/16	Mileage 1/5-7/10/16: Recycling, supply pickup	\$25.70
35153	990	DEBORAH KRISTOFF	12/28/16	Mileage 11/2-12/16/16: Branch Manager Counterparts meeting, CDC program, Reference Counterparts, evaluation, work Staff Christmas party	\$152.82
35154	991	DONNA BARKO	12/28/16	Mileage 11/10-12/21/16: Bank deposits, Post Office, AVC Users Group meeting	\$20.57
35155	992	EVELYN BRISTOL	12/28/16	Mileage 8/11-12/16/16: Management meetings, Counterparts meeting, Staff Development Day, Walking Books, evaluation, work Staff Christmas party; program supplies	\$123.37
35156	993	LEGAL DIRECTORIES PUBLIS	12/28/16	Continuations	\$69.75
35157	994	LINDA POORTENGA	12/28/16	Mileage 12/13/16: work Staff Christmas party	\$23.76
35158	995	PATTY STRINGFELLOW	12/28/16	Mileage 12/2-12/7/16: Directors meeting, meeting with homeowners, AVC Users Group meeting	\$189.00
35159	996	POSTMASTER	12/28/16	Stamps, pre-stamped postcards	\$349.20
35160	997	RMC IMAGING, INC	12/28/16	ST ViewScan III Digital Reader/Printer, OCR Plus Software	\$8,470.00
35161	998	SHEILA MAXWELL	12/28/16	Mileage 10/27-12/13/16: Branch Visits, Automation Counterparts meeting; Automation Counterparts meeting expenses	\$165.51
35162	999	SVT, LLC	12/28/16	Bicentennial program expenses	\$53.81
35163	1000	TRUGREEN PROCESSING CE	12/28/16	Ice Melt- 30 bags	\$336.60
35164	1001	WAL-MART COMMUNITY/RFC	12/28/16	Thanksgiving program supplies, Christmas programs supplies, Stocking Stuffer program supplies, cleaning supplies	\$121.70
35165	1002	YVONNE DEL VECCHIO	12/28/16	Mileage 11/2-12/14/16: Walking Books, Book Club, deliver newsletters	\$34.13
0	1003	JASPER COUNTY PUBLIC LIB	12/28/16	Transfer of FIT over distribution from BIRF to OPER per County Auditor's Certificate of Tax Distribution dated 12/20/16	\$56.63
0	1004	JASPER COUNTY PUBLIC LIB	12/28/16	Funds transferred from Operating into LIRF per Board resolution 12/12/16	\$35,000.00
0	1005	SPARKPAY	12/31/16	Merchant Processing Fees- December 2016	\$9.51

F4d

Warrant

Claim

Number

Number

Name of Claimant

Date

Explanation

Total

Total Amount of Claims

\$257,946.32

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, January 03, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$257,946.32

Date this 9th day of January, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

December 31, 2016

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$1,764.33	\$29,366.20
DeMotte	\$494.47	\$8,978.50		
Rensselaer	\$890.53	\$12,774.05		
Wheatfield	\$379.33	\$7,613.65		
PHOTOCOPIES:			\$617.16	\$10,177.83
DeMotte	\$244.80	\$3,895.59		
Rensselaer	\$253.26	\$3,956.03		
Wheatfield	\$119.10	\$2,326.21		
INTEREST (Checking, Repurchase, CDs):			\$62.03	\$872.04
TAXES:			\$362,069.06	\$2,328,037.78
Property Tax	\$211,552.53	\$1,179,097.13		
LOIT	\$17,903.58	\$214,842.96		
License Excise Tax	\$56,903.96	\$106,699.53		
Financial Institution Tax	\$1,749.62	\$2,918.62		
CVET(Commercial Vehicle Excise)	\$6,303.29	\$12,606.58		
Local Option/Certified Shares	\$55,240.08	\$662,880.96		
Local Option/Property Tax Repl.	\$12,416.00	\$148,992.00		
TAXABLE SALES:			\$5.98	\$89.84
REFUNDS:			\$256.63	\$34,649.86
Rebates/Refund	\$0.00	\$1,117.65		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$200.00	\$2,500.00		
Reimbursement	\$0.00	\$1,539.06		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$56.63	\$29,493.15		
TOTAL OPERATING FUND RECEIPTS:			\$364,775.19	\$2,403,193.55
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$1,600.00	\$13,149.67
DeMotte	\$50.00	\$3,429.53		
Rensselaer	\$1,550.00	\$7,322.59		
Wheatfield	\$0.00	\$2,397.55		
LIB. IMPROV. RESERVE FUND:			\$12.22	\$147.96
Interest Earned	\$12.22	\$147.96		
Transfer from OPERATING	\$35,000.00	\$35,000.00		
BOND & INTEREST REDEMPTION FUND:			\$63,858.23	
Property Tax	\$50,995.71	\$284,226.77		
License Excise Tax	\$11,579.81	\$21,713.08		
Financial Institution Tax	\$0.00	\$662.09		
CVET(Commercial Vehicle Excise)	\$1,282.71	\$2,565.42		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$215.52	\$2,311.34
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$1,019,939.69		
Interest Earned	\$215.52	\$3,029.95		
Interfund Transfer	\$0.00	\$1,288,373.51		
STATE TECHNOLOGY FUND GRANT FUND:			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$0.00	\$9,383.73
Interest Earned	\$0.00	\$9,383.73		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$26,792.00
SALES TAX:			\$14.42	\$200.24
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$43.35
Interfund Transfer	\$0.00	\$43.35		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$430,475.58	\$5,073,421.01

↑
Need
to
add
transfer

FSa

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
December 31, 2016

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$1,764.33	\$29,366.20
DeMotte	\$494.47	\$8,978.50		
Rensselaer	\$890.53	\$12,774.05		
Wheatfield	\$379.33	\$7,613.65		
PHOTOCOPIES:			\$617.16	\$10,177.83
DeMotte	\$244.80	\$3,895.59		
Rensselaer	\$253.26	\$3,956.03		
Wheatfield	\$119.10	\$2,326.21		
INTEREST (Checking, Repurchase, CDs):.....			\$62.03	\$872.04
TAXES:			\$362,069.06	\$2,328,037.78
Property Tax	\$211,552.53	\$1,179,097.13		
LOIT	\$17,903.58	\$214,842.96		
License Excise Tax	\$56,903.96	\$106,699.53		
Financial Institution Tax	\$1,749.62	\$2,918.62		
CVET(Commercial Vehicle Excise)	\$6,303.29	\$12,606.58		
Local Option/Certified Shares	\$55,240.08	\$662,880.96		
Local Option/Property Tax Repl.	\$12,416.00	\$148,992.00		
TAXABLE SALES:-.....			\$5.98	\$89.84
REFUNDS:			\$256.63	\$34,649.86
Rebates/Refund	\$0.00	\$1,117.65		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$200.00	\$2,500.00		
Reimbursement	\$0.00	\$1,539.06		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$56.63	\$29,493.15		
TOTAL OPERATING FUND RECEIPTS.....			\$364,775.19	\$2,403,193.55
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,600.00	\$13,149.67
DeMotte	\$50.00	\$3,429.53		
Rensselaer	\$1,550.00	\$7,322.59		
Wheatfield	\$0.00	\$2,397.55		
LIB. IMPROV. RESERVE FUND:			\$12.22	\$147.96
Interest Earned	\$12.22	\$147.96		
Transfer from OPERATING	\$35,000.00	\$35,000.00		
BOND & INTEREST REDEMPTION FUND:			\$63,858.23	\$309,167.36
Property Tax	\$50,995.71	\$284,226.77		
License Excise Tax	\$11,579.81	\$21,713.08		
Financial Institution Tax	\$0.00	\$662.09		
CVET(Commercial Vehicle Excise)	\$1,282.71	\$2,565.42		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$215.52	\$2,311,343.15
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$1,019,939.69		
Interest Earned	\$215.52	\$3,029.95		
Interfund Transfer	\$0.00	\$1,288,373.51		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$0.00	\$9,383.73
Interest Earned	\$0.00	\$9,383.73		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$26,792.00
SALES TAX:-.....			\$14.42	\$200.24
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$43.35
Interfund Transfer	\$0.00	\$43.35		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$430,475.58	\$5,073,421.01

F5b

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,385.95	\$96,420.35
FICA Collected	\$7,143.41	\$89,148.10
State Tax Collected	\$3,329.73	\$41,835.20
County Tax Collected	\$2,486.63	\$31,364.97
Deferred Comp Plan	\$1,990.00	\$24,040.00
Pre-tax Insurance Plans	\$3,579.19	\$43,122.80
Life Insurance	\$181.34	\$2,192.32
INPRS	\$2,970.63	\$36,284.71
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$29,066.88

\$364,408.44

TOTAL RECEIPTS - ALL FUNDS.....

\$459,542.46

\$5,437,829.45

Fla

Voucher List

Jasper County Public Library

Report Date: From 1/1/17 To 1/9/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35166	1	BANK OF NEW YORK MELLON	1/3/17	2004 Bond Payment IMMS# 3108888400, Loan Account# JASLIBGOB04	\$165,066.25
35167	2	AARON'S LAWN CARE	1/9/17	Snow removal	\$990.00
35168	3	ANTHEM BLUE CROSS BLUE	1/9/17	Health Insurance premiums- January 2017	\$12,931.78
35169	4	ANTHEM LIFE	1/9/17	Life Insurance premiums- January 2017	\$109.08
35170	5	AVC TECHNOLOGY CORPORA	1/9/17	2017 Annual Financial Computer Support	\$1,596.00
35171	6	BAKER & TAYLOR	1/9/17	Books, Continuations, AV, Auto. Yours	\$1,221.57
35172	7	BAKER & TAYLOR ENTERTAIN	1/9/17	DVDs	\$42.82
35173	8	BLUETARP FINANCIAL, INC	1/9/17	Light switch, anchors	\$14.27
35174	9	CARDINAL OFFICE PRODUCT	1/9/17	DeM: Quarterly maintenance agreement on work room copier 7/21/16-10/21/16	\$1,305.56
35175	10	CONSOLIDATED INSURANCE	1/9/17	Directors & Officers Liability Annual Premium- 2017	\$3,645.00
35176	11	CULLIGAN WATER CONDITIO	1/9/17	Wh: Water Cooler Rental-January 2017	\$11.95
35177	12	DANIEL VAN BLAIRCOM	1/9/17	Mileage 7/18-12/27/16: Recycling, pick up supplies	\$22.52
35178	13	DELTA DENTAL	1/9/17	Dental Insurance premiums- January 2017	\$505.07
35179	14	DEMOTTE CHAMBER OF COM	1/9/17	2017 Membership Dues	\$60.00
35180	15	DEPARTMENT OF HOMELAND	1/9/17	DeM: Elevator Inspection	\$120.00
35181	16	ENA SERVICES LLC	1/9/17	Internet service for December 2016	\$1,621.50
35182	17	LAFAYETTE BANK AND TRUS	1/9/17	Lockbox Rental, 2017	\$55.00
35183	18	MICHAEL R. ANDERSON	1/9/17	Rens: Snow removal 12/4-12/18/16	\$650.00
35184	19	MIDDLEBURY COMMUNITY PU	1/9/17	NICCL Dues for 2017	\$50.00
35185	20	NIPSCO	1/9/17	Electric & gas service	\$5,959.89
35186	21	NITCO	1/9/17	DeM: Local Phone & Fax Service January 2017	\$159.80
35187	22	PDR DISTRIBUTION, LLC	1/9/17	Continuations	\$179.85
35188	23	PEGGY MICHELIN	1/9/17	Mileage 11/3-12/28/16: AV shopping & returns	\$9.07
35189	24	PRECISION CONTROL SYSTE	1/9/17	DeM: women's bathroom overheating, bought wood to run across joists above ceiling to access actuator, replaced actuator, installed stat cover in bathroom, drilled through tile to mount, replaced faulty stat in mechanical room; VAV20 area overheating, changed offset valve from 250 to 290, exhaust fan #2 not working, found burned up wire in motor, cut out wire, reset switch, fan started back up & running ok	\$294.75
35190	25	RENSELAER CHAMBER OF C	1/9/17	2017 Membership Dues, Chamber Meeting Expenses - August, September, November 2016	\$105.00
35191	26	REPUBLIC SERVICES #715	1/9/17	Wh: Trash Service- January 2017	\$82.15
35192	27	THE LIBRARY CORPORATION	1/9/17	Enhanced Content Renewal: Mar 2017-Feb 2018; SIP Communications Protocol: Mar 2017-Feb 2018	\$6,328.00
35193	28	VISION SERVICE PLAN	1/9/17	Vision Insurance Premiums- January 2017	\$214.74
0	30	ALLIANCE BANK	1/9/17	Direct Deposit Fees December 2016	\$37.00
35194	31	AVON-WASHINGTON TOWNS	1/9/17	Damaged SRCS item# 120791000368340	\$32.00
35195	32	BUSINESS CARD	1/9/17	Staff Christmas Party expenses, AVC User Group Meeting expenses, Flickr renewal, B2B expenses, Reference Counterparts meeting expenses	\$228.51
35196	33	CARDINAL OFFICE PRODUCT	1/9/17	Rens: Patron Copier Maintenance 12/26/15-12/26/16	\$260.90
35197	34	CENTURYLINK	1/9/17	Long distance phone service- December 2016	\$15.96
35198	35	CONSOLIDATED INSURANCE	1/9/17	Worker's Compensation Audit of 4/16/15-4/16/16, additional premium due	\$1,146.00
35199	36	HP Products	1/9/17	M-folds, carpet cleaner, defoamer	\$250.54
35200	37	INDIANA DEPT. OF WORKFOR	1/9/17	4th Quarter 2016 Unemployment Compensation Pymt	\$779.84
35201	38	INDIANA WASTE SERVICE	1/9/17	DeM: Trash Pick-up, January 2017	\$89.70
35202	39	KONE, INC.	1/9/17	DeM: Elevator maintenance agreement 1/1/17-3/31/17	\$429.84

F66

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35203	40	MOVIE LICENSING USA	1/9/17	Site Licenses for Movie Copyright Compliance, 2/1/17-1/31/18 - Wh & Ren Libraries (Lic #186929001)	\$572.00
35204	41	PATTY STRINGFELLOW	1/9/17	Directors Meeting expenses	\$7.27
35205	42	RENSSELAER ROTARY CLUB	1/9/17	November & December 2016 dues & meals	\$126.00
35206	43	THE TIMES	1/9/17	Rens: Newspaper subscription Acct# 170-00054391	\$309.12
35207	44	UNIQUE MANAGEMENT SERVI	1/9/17	Collections: Initial/Secondary Placements- December 2016	\$277.45
35208	45	USA TODAY	1/9/17	DeM: Newspaper sunscription Acct# 4179744	\$339.93
Total Amount of Claims					\$208,253.68

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 09, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$208,253.68

Date this 9th day of January, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Feb

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 13, 2017, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of January Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policies for Review (R 10, R 12, & R 21)
2017 Staff Development Day (R 21)
Workshop Request (R 21)

General Business

Annual Impacts – Report of Rensselaer Headquarters	
Librarian and Youth Services Librarian (R 22)	Information
Oath of Office – Assistant Treasurer (R 22)	Action
Purchase Option on Real Estate	Action
New Service - Hot Spot Check-Out (R 22)	Action
Discontinue Service – Typewriters (R 22)	Action
Internet Use and Safety Policy Revision (R 23)	Action
Digitizing Yearbooks (R 23)	Action

Director's Report (R 21-R 26) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

January 9, 2017
Rensselaer Library

Present: Natalie Waling, Mark Heinig, Janet Umlauf, Jody Melton, Kevin Kaluf, Patricia Stringfellow, Rayann Gilmore, Ed Dumas

Absent: Deana George, Janelle Harper

Executive Session: The library board met in executive session to discuss the purchase of real estate. No other topics were discussed. Regular board meeting convened at 6:25 PM.

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by J. Umlauf, seconded by N. Waling. Motion passed.

Annual Financial Report: The Annual Director's Financial Report was presented and reviewed. Operating Fund began the year with \$621,832 and ended the year with \$690,256.72. Property tax revenues were 102% of the anticipated amount. We spent \$28,495.58 out of LIRF this year to make the final payment on the property adjacent to the DeMotte Library. We were able to move \$35,000 from the Operating Fund to LIRF. We have a good operating balance with which to begin 2017.

Outstanding Checks: A list of outstanding checks was provided as information. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has three outstanding checks. These will be receipted back into the fund that they were written from.

Accounting Practices: M. Heinig moved, seconded by K. Kaluf, to accept the 2017 Accounting Practices as presented. Motion passed.

Resolution to Allow Bill Payment with Prior Approval: J. Umlauf moved, seconded by M. Heinig to approve the Resolution to Pay Bills with Prior Approval as presented. Motion passed.

Designate Newspapers for Publishing Notices: N. Waling moved, seconded by K. Kaluf, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

With no further business, J. Umlauf moved to adjourn the Board of Finance Meeting at 6:30 PM, seconded by K. Kaluf. Motion passed.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, J. Melton opened the regular monthly Board meeting with a moment of silence.

Agenda & Consent Agenda Items: The Agenda and Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, Salary Ordinance for 2017,

Materiality Policy review, Code of Ethics Policy review, a conference request to send four staff to Conflict Management Skills for Women seminar, and a conference request to send our HR Specialist to an FMLA Master Class were approved as presented on a motion by N. Waling and seconded by J. Umlauf. Motion passed. K. Kaluf abstained from the vote.

Oath of Office- Treasurer: M. Heinig, Treasurer took the Oath of Office and signed the bond documents.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. This form must be filed annually.

Committee Assignments: President J. Melton made the following appointments to standing committees for 2017. Budget: M. Heinig (chair), K. Kaluf, J. Melton; Director's Evaluation: J. Umlauf (chair), D. George, J. Harper; Bylaws/Policy Review: N. Waling (chair), J. Umlauf, J. Melton; Nominating: D. George (chair), K. Kaluf, N. Waling.

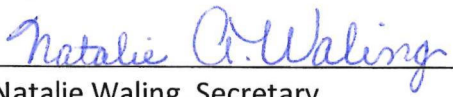
Indiana State Park Entrance Pass: On December 13, 2016 the Library received word from the State Library that the DNR has agreed to extend the Annual Parks Pass Program for one more year. One pass will be provided for each Indiana Library system and will arrive in January. So that each of our library locations will have a pass available for checkout we will purchase two additional passes. All of this is in direct parallel to how this service worked in 2016 when the DNR launched the Pass Program as a part of the Indiana State Parks Centennial Celebration. We recommend that we circulate the park passes with the same parameters used in 2016, revising The Indiana State Park Entrance Pass Policy to remove the language about the centennial celebration. K. Kaluf moved, seconded by M. Heinig to approve the Indiana State Park Entrance Pass Policy revisions as presented. Motion passed.

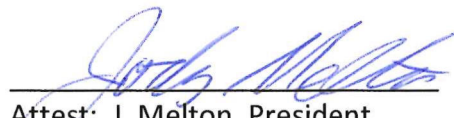
Director's Report: On December 28, official word was received from the Department of Local Government Finance that our 2017 budget has been approved.

All board and staff members completed internal controls training as required. Signed certificates are on file in the business office.

We renewed our Directors and Officers Insurance Policy with Great American. The premium for this coverage provides \$2 million in Director and Officers liability and \$2 million in employment practices liability remained the same at \$3645.

Adjournment: With no further matters for discussion K. Kaluf moved, seconded by J. Umlauf to adjourn the meeting at 6:40 PM.


Natalie Waling, Secretary


Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE
January 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	19	4	1	24
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	33	6	1	40
Blu-Ray (DBR)	110	0	3	113
Books on CD (DBKCD)	166	6	1	173
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	130	9	0	139
Digital Audiobooks (DDA)	14	0	0	14
DVD (DDVD)	1361	32	12	1405
Equipment (DEQP)	24	0	0	24
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	1	0	0	1
Fiction (DFIC)	491	26	19	536
Fiction Fantasy (DFICF)	14	2	0	16
Fiction Mystery (DFICM)	70	9	3	82
Fiction New (DFICNEW)	463	7	19	489
Fiction Science Fiction (DFICSF)	5	0	1	6
Fiction Western (DFICW)	5	0	0	5
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	78	1	2	81
Hanging Bags (DHANG)	9	0	0	9
ILL (DILL)	26	0	0	26
Internet (DINTER)	581	0	0	581
Juv. Audio book (DJAUDB)	12	0	2	14
Juv. Biography (DJBIO)	44	1	0	45
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	12	0	0	12
Juvenile Easy (DJE)	702	15	10	727
Juv. Easy Non-fiction (DJENF)	71	2	1	74
Juv. Easy Reader (DJER)	293	2	0	295
Juv. Fiction (DJFIC)	426	12	11	449
Juv. Holiday books (DJHOL)	34	2	4	40
Juv. Magazine (DJMAG)	20	0	0	20
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	283	16	3	302
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	118	0	1	119

Large Print Fiction (DLPF)	196	15	3	214
Large Print Nonfic (DLPNF)	15	1	0	16
Magazine (DMAG)	482	0	10	492
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	7	0	0	7
Nonfiction 100 (DNF100)	12	0	0	12
Nonfiction 200 (DNF200)	21	2	0	23
Nonfiction 300 (DNF300)	33	3	0	36
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	10	1	0	11
Nonfiction 600 (DNF600)	115	5	1	121
Nonfiction 700 (DNF700)	54	3	1	58
Nonfiction 800 (DNF800)	18	4	1	23
Nonfiction 900 (DNF900)	27	2	1	30
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	99	2	0	101
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	96	2	7	105
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	1	0	2
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	6	0	1	7
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SRCS) Ren	0	79	0	79
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	82	6	1	89
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	5	3	0	8
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	0	0	2
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	32	0	33
Blu-Ray (RBR)	3	384	1	388
Books on CD (RBKCD)	11	87	2	100
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	1	159	0	160
Digital Audiobooks (RDA)	0	27	2	29
DVD (RDVD)	15	2773	38	2826
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	0	0	0
Fiction (RFIC)	40	526	15	581
Fiction New (RFICNEW)	17	362	8	387
Genealogy (RGENE)	0	2	0	2
Genealogy Mag (RGMAG)	0	5	0	5
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	101	11	113
Hanging Bag (RHANG)	1	8	0	9
ILL (RILL)	1	56	0	57
Internet (RINTER)	0	1017	0	1017
Juv. Audio book (RJAUDB)	1	30	0	31
Juv. Biography (RJBIO)	2	24	1	27
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	33	0	34
Juvenile Easy (RJE)	13	459	2	474
Juv. Easy Non-fiction (RJENF)	0	42	0	42
Juv. Easy Reader (RJER)	2	303	1	306
Juv. Fiction (RJFIC)	10	450	5	465
Juv. Magazine (RJMAG)	0	21	0	21
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	338	1	347
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	7	0	7
Juv. Toddler (RJTOD)	1	124	0	125
Large Print Fiction (RLPF)	12	199	4	215
Large Print Nonfic (RLPNF)	0	8	0	8
Magazine (RMAG)	0	383	0	383
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	12	1	14
Non-Fiction 100 (RNF100)	1	13	1	15
Non-Fiction 200 (RNF200)	0	8	1	9
Non-Fiction 300 (RNF300)	3	58	0	61
Non-Fiction 400 (RNF400)	0	6	0	6
Non-Fiction 500 (RNF500)	1	24	0	25
Non-Fiction 600 (RNF600)	24	142	9	175
Non-Fiction 700 (RNF700)	4	75	0	79
Non-Fiction 800 (RNF800)	1	12	0	13
Non-Fiction 900 (RNF900)	6	55	0	61
Nonfiction Blu-Ray (RNFBFR)	0	2	0	2
Nonfiction DVD (RNFDVD)	1	155	1	157
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	15	147	15	177
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	1	2	0	3
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	4	0	4
Software (RSWAR)	0	7	0	7
SRCS (SRCS) DeMotte	37	5	0	42

SRCS (From other libraries ILL-SRCS) Ren	0	0	0	0
SRCS (SRCSW) Wheatfield	6	2	20	28
rtical File (RVF)	0	1	0	1
...IS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	0	10	1	11
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	64	3	72
YA Music CD (RYACD)	0	43	0	43
YA Nonfiction (RYANF)	0	7	0	7
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	3	11	17
Blu-Ray (WBR)	2	2	204	208
Books on CD (WBKCD)	23	10	144	177
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	0	6	31	37
Digital Audiobooks (WDA)	1	1	19	21
DVD (WDVD)	19	27	1845	1891
Equipment (WEQP)	0	0	54	54
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	23	28	307	358
Fiction Fantasy (WFICF)	1	2	5	8
tion Mystery (WFICM)	3	13	61	77
Fiction New (WFICNEW)	33	14	240	287
Fiction Science Fiction (WFICSF)	2	0	11	13
Fiction Western (WFICW)	0	0	6	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	29	30
Hanging Bags (WHANG)	0	0	10	10
ILL (WILL)	0	1	36	37
Internet (WINTER)	0	0	433	433
Juv. Audio book (WJAUSB)	0	0	17	17
Juv. Biography (WJBIO)	1	1	14	16
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	0	12	14
Juvenile Easy (WJE)	12	40	439	491
Juv. Easy Non-fiction (WJENF)	0	0	38	38
Juv. Easy Reader (WJER)	10	25	353	388
Juv. Fiction (WJFIC)	30	21	401	452
Juv. Magazine (WJMAG)	0	0	26	26
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	15	209	229
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	3	190	194
Large Print Fiction (WLFPF)	17	9	108	134
Large Print Nonfic (WLPNF)	3	1	10	14

Magazine (WMAG)	1	0	265	266
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	1	2	25	28
Non-Fiction 200 (WNF200)	3	2	3	8
Non-Fiction 300 (WNF300)	2	0	12	14
Non-Fiction 400 (WNF400)	0	0	4	4
Non-Fiction 500 (WNF500)	1	0	7	8
Non-Fiction 600 (WNF600)	12	6	77	95
Non-Fiction 700 (WNF700)	0	1	38	39
Non-Fiction 800 (WNF800)	0	1	5	6
Non-Fiction 900 (WNF900)	0	3	19	22
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	1	0	75	76
Nonfiction (WNFIC)	0	2	0	2
Nonfiction New (WNFNEW)	9	6	54	69
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SRCS) Ren	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	13	7	129	149
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	2	7	11
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	4	4
TOTAL	7391	9361	6254	23006

CIRCULATION BY HOLDINGS CODE
January 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	19	4	1	24
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	37	41	12	90
Blu-Ray (BR)	116	388	209	713
Books on CD (BKCD)	200	103	147	450

Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	131	174	31	336
Digital Audiobooks (DA)	15	28	21	64
Video (DVD)	1395	2832	1895	6122
Equipment (EQP)	24	6	54	84
See librarian (ERR)	0	0	0	0
Express Book (EXP)	1	0	0	1
Fiction (FIC)	554	580	341	1475
Fiction Fantasy (FICF)	15	4	5	24
Fiction Mystery (FICM)	73	22	64	159
Fiction New (FICNEW)	513	383	267	1163
Fiction Science Fiction (FICSF)	7	0	12	19
Fiction Western (FICW)	5	0	6	11
Genealogy (GENE)	0	2	0	2
Genealogy Mag (GMAG)	0	5	0	5
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	80	102	42	224
Hanging Bags (HANG)	10	8	10	28
ILL (ILL)	27	57	36	120
Internet (INTR)	581	1017	433	2031
Juv. Audio book (JAUDB)	13	30	19	62
Juv. Biography (JBIO)	47	26	15	88
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	15	33	12	60
Juvenile Easy (JE)	727	514	451	1692
Juv. Easy Non-Fiction (JENF)	71	44	39	154
Juv. Easy Reader (JER)	305	330	354	989
Juv. Fiction (JFIC)	466	483	417	1366
Juv. Holiday (JHOL)	34	2	4	40
Juv. Magazine (JMAG)	20	21	26	67
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	296	369	213	878
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	1	7	0	8
Juv. Toddler (JTOD)	120	127	191	438
Large Print Fiction (LPF)	225	223	115	563
Large Print Nonfic (LPNF)	18	10	10	38
Magazine (MAG)	483	383	275	1141
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	8	12	1	21
Non-Fiction 100 (NF100)	14	15	26	55
Non-Fiction 200 (NF200)	24	12	4	40
Non-Fiction 300 (NF300)	38	61	12	111
Non-Fiction 400 (NF400)	3	6	4	13
Non-Fiction 500 (NF500)	12	25	7	44
Non-Fiction 600 (NF600)	151	153	87	391
Non-Fiction 700 (NF700)	58	79	39	176
Non-Fiction 800 (NF800)	19	17	6	42
Non-Fiction 900 (NF900)	33	60	20	113
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	101	157	76	334
Nonfiction (NFIC)	1	2	0	3

Nonfiction New (NFNEW)	120	155	76	351
Nonfiction VHS (NFVH)	0	0	0	0
oversize (OVER)	2	2	0	4
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	1	0	2
Reference (REF)	29	48	22	99
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	4	1	11
Software (SWAR)	0	7	0	7
SRCS (SRCS) DeMotte	37	5	0	42
SRCS (From other libraries III-SRCS) Rens	0	79	0	79
SRCS (SRCSW) Wheatfield	6	2	20	28
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAADB)	2	10	1	13
YA Biography (YAB)	1	1	0	2
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	100	77	133	310
YA Music CD (YACD)	0	43	0	43
YA Nonfiction (YANF)	7	12	7	26
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	1	4	7
				0
Free reads	187	166	126	479
Games/Puzzles	0	44	0	44
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7606	9618	6402	23626

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1582	1379	940	3901
Nonfiction	600	763	363	1726
CHILDREN'S BOOKS				
Fiction	1637	1458	1414	4509
Nonfiction	450	450	271	1171
YA BOOKS				
Fiction	180	179	175	534
Nonfiction	8	13	7	28
Magazines, Adult	483	388	275	1146
Magazines, Children	20	21	26	67
Sound Recordings, adult	348	315	203	866
Sound Recordings, ch	38	114	41	193
Online databases	0	0	0	0
Software	0	7	0	7
SRCS	43	86	20	149
Vertical file	0	1	0	1

VHS/DVD/Blu-Ray	1612	3377	2180	7169
Equipment	24	6	54	84
total	7025	8557	5969	21551
A-V Circulation	1998	3813	2424	8235
A-V Circulation as % of total	28.4%	44.6%	40.6%	38.2%

January 2017

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	78,662	74,194	58,951
Circulation Increase/Decrease	-3.5%	-1.2%	11.3%

MONTHLY SYSTEM STATISTICS			
	2016	2017	% change
Current month's Circulation	21,300	21,551	1.2%
Jan. to date circulation	21,300	21,551	1.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX					
					ADULT BOOKS
22,136	22,325	15,506	15,596	16,374	15,913 Fiction
18,147	18,204	20,237	20,205	9,461	9,500 Nonfiction
					CHILDREN'S BKS
16,025	16,139	13,457	13,549	12,738	12,808 Fiction
8,594	8,643	6,742	6,759	6,443	6,446 Nonfiction
					YA BOOKS
2,385	2,428	3,092	3,119	3,006	3,008 Fiction
539	541	465	423	166	184 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	0	0	0	0 Games, Toys
3,843	3,886	67	82	4,418	4,433 Sound Rec/Adult
689	702	4,280	4,292	943	955 Sound Rec/Child
18	18	610	610	7	7 Online Databases
209	209	17	17	-11	-11 Software
					SRCS
-60	-60	169	169	. 4	4 Vertical Files
5,450	5,509	9,191	9,231	5,556	5,647 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
78,093	78,662	73,975	74,194	59,162	58,951 TOTAL
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

January 2017

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	217	47	201	44	324	70	742	161
LOCAL HISTORY								
In person	1	0	10	3	0	0	11	3
Letters written	3	3	3	3	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	581	24	1017	42	433	18	2031	85
Internet use-Wireless	2170		2852		775		5797	
Computer software used	101	8	164	14	59	5	324	27
VCR Use	0	0	1	0	0	0	1	0
Microforms	2	0	21	3	0	0	23	3
CD ROM/Online databases	121	10	142	12	108	9	371	31
Public FAX24	20		21		25		66	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	18	6	1	0	19	6
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	6		2		0		8	
Outreach activities	30	30	16	11	0	0	46	31
Notarized documents	21	5	10	3	6	2	37	9
Meeting Room Use (no. of group	52	17	52	17	23	8	127	42
Study room use	45	4	54	5	30	3	129	11
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	24	0	7	0	0	0	31	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1764	
IN-HOUSE USE ITEMS	22		183		169		374	
SELF-CHECKOUT USE	181		778		233		1192	
INTERLIBRARY LOANS								
Requests made for:	54	14	47	12	39	10	140	35
Items rec'd for:	86	43	138	69	38	19	262	131
Items requested by other libraries	14		31		18		63	
Items supplied to other libraries	14	7	31	16	18	9	63	32

REGISTRATIONS

Total Borrowers	7809	11591	4963	24363
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	310	507	139	956
Number of New Patrons Added	42	37	30	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	6	36	17	102	8	48	31	186
Number attending	68		137		137		342	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	0		4		2		6	
Adult Programs	7	42	8	48	0	0	15	90
Number attending	67		103		9		179	
Senior Citizen Programs	6	36	2	12	3	18	11	66
Number attending	38		31		18		87	
Total Number of Programs	19	114	29	174	12	72	60	360
Total Persons Attending	173		275		166		614	
Total Attending Same Month Last Yr.	275		268		335		878	
Total Staff Hours Spent		327		432		224	983	973
Total Number of In-House Program	15		28		8		51	
Total Attendance	101		261		48		410	
Total Number of Outreach Program	4		1		4		9	
Total Attendance	72		14		118		204	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5149	73.6%	5736	67.1%	3825	64.3%	14710	68.4%
Corporate	1	0.0%	53	0.6%	2	0.0%	56	0.3%
Juvenile 0-11	125	1.8%	163	1.9%	41	0.7%	329	1.5%
Juvenile-AV	634	9.1%	1092	12.8%	1121	18.8%	2847	13.2%
Nonresident No Fee	0	0.0%	0	0.0%	34	0.6%	34	0.2%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	129	1.8%	256	3.0%	122	2.1%	507	2.4%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	47	0.7%	110	1.3%	0	0.0%	157	0.7%
Reciprocal YA	0	0.0%	5	0.1%	0	0.0%	5	0.0%
Reciprocal YA AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	13	0.2%	0	0.0%	13	0.1%
SRCS	0	0.0%	66	0.8%	0	0.0%	66	0.3%
Staff	689	9.8%	732	8.6%	567	9.5%	1988	9.2%
Walking books	62	0.9%	116	1.4%	45	0.8%	223	1.0%
YA 12-17	11	0.2%	8	0.1%	8	0.1%	27	2.4%
YA-AV	150	2.1%	192	2.2%	182	3.1%	524	2.4%
Total	6997		8554		5947		21498	
All items borrowed by nonresidents	176	2.5%	396	4.6%	156	2.6%	728	3.4%

**Salary Ordinance 2017
Updated 2/13/17**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Alicia Sanders	Clerk	\$9.97	2/6/17	14	W

We have hired Alicia Sanders as clerk at Wheatfield Library, replacing Alesia Klause, who no longer works for the library.

We have examined and approved the changes to the 2017 Jasper County Public Library Salary Ordinance. Dated 2/13/17.

<u>Mr. H. F.</u>	<u>[Signature]</u>
<u>Paula L. Harper</u>	<u>_____</u>
<u>John Melton</u>	<u>_____</u>
<u>Deane L. George</u>	<u>_____</u>

Blu-ray, VHS and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older, or 17 years of age and younger, with a consent form signed by a parent/legal guardian, to borrow Blu-ray/VHS/DVDs.
3. Loan period for entertainment Blu-ray/VHS/DVDs will be ~~three days~~ **one week** including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/VHS/ DVDs will be three weeks, with one renewal.
4. ~~Entertainment Blu-ray/VHS/DVDs may be borrowed for an extended loan period of 1 week with no renewals for educational purposes and for civic organizations. Civic organizations or other entities borrowing Blu-ray/VHS/DVDs for public performance may obtain an extended loan.~~ **If an item has been borrowed for a public performance, it is the group borrower's responsibility to determine that the Blu-ray/VHS/DVDs has been cleared for public performance.**
5. Each person may borrow **five (5)** ~~three (3)~~ entertainment Blu-ray, **five (5)** ~~three (3)~~ entertainment VHS, **five (5)** ~~three (3)~~ entertainment DVDs, **five (5)** ~~three (3)~~ nonfiction Blu-ray **five (5)** ~~three (3)~~ nonfiction VHS, and **five (5)** ~~three (3)~~ nonfiction DVDs which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. ~~No reserves will be taken on Blu-ray, VHS or DVDs~~ **may be placed on hold.** except in the following situations:

~~A teacher, home-school parent, or student wishing to use a Blu-ray, VHS or DVD in an educational setting may reserve the item for a specific date. For student reserves, verification from a teacher may be required. Other group leaders wishing to use a Blu-ray/VHS/DVD may also reserve the item for a specific date. In all cases, the Blu-ray/VHS/DVD may not be reserved more than 7 days prior to the date needed.~~

~~If an entertainment Blu-ray/VHS/DVD is not available, the patron may request that staff place a hold on the desired item if it is currently on the shelf at another branch. In addition patrons wishing to reserve a non-fiction Blu-ray/VHS/DVD may request that staff place a hold on the desired item. Hold must be picked up at the library where the hold was placed.~~

Adopted 5/94; reviewed 1/13; revised 1/15; **revised 2/17**

FAX MACHINE POLICY

Jasper County Public Library

The library-owned fax machine will be used by staff when they need to send documents quickly. It will also be used (at no charge) when a patron from one branch needs information available at another branch and does not wish to wait for it to be sent by transport. Staff and Board members will be charged 15 cents per page for personal use of the library-owned fax machine.

~~LIBRARY MATERIALS FAXED BETWEEN LIBRARIES FOR PATRONS~~

~~There will be no charge for the first five pages of library materials faxed for a patron. If more than five pages are needed, the charge is 15 cents per page for the additional pages.~~

~~PATRON REQUESTS TO USE FAX SERVICE:~~

~~Library materials faxed to patrons' homes or businesses~~

~~JCPL patrons in good standing will be charged 15 cents per page to receive library materials by FAX. No flat fee will be charged.~~

~~Non-library materials faxed at patron request~~

Patrons may fax ~~non-library materials~~ for a fee via self-service Fax 24 Scan kiosks located in each library. The Library does not fax non-library materials for patrons.

10/94; reviewed 7/12; revised 7/14; revised 5/16; revised 2/17

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, digital information, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on library-owned Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet Use and Safety Policy the Library highly recommends that parents read Keeping Kids Safer on the Internet, a publication available on the Internet. The library strongly recommends that parents use the Internet access services provided by the library with their children and that the parents provide appropriate supervision.

Online catalog computers give access through the Internet to INSPIRE and other online databases and should only be used for those purposes. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 9th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring wireless devices into each of our branches, however, technical support is not available for personal devices. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their computers.

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The Library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet to send unsolicited commercial material or spam
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the Internet should be assumed to be private property.
3. The Library uses Internet filtering software on library-owned workstations. Federal law requires that everyone age 16 and under use the filtering software. Parents may not authorize filter disabling for their children. Those individuals 17 and over may request that the filter be disabled for their own personal use. The library will not override websites identified as having malicious content and/or adware.
4. Because the library is a public place, staff members have the authority to end an Internet session when the Internet Use and Safety Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use and Safety Policy.

5. Use of the Internet by both patrons and staff may be monitored.
6. The Library reserves the right to limit the amount of time users may spend online. In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.
7. Jasper County Public Library wireless Internet is intended for use on library property. Piggybacking on library wi-fi is prohibited.

Internet Use Policy (for employees)

The Internet Use and Safety Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

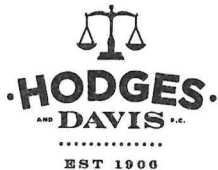
Employees violating library policy with regard to use of workplace technology will be disciplined.

2/96; revised 2/17

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February 1, 2017



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P.O. BOX 476
PORTAGE, IN 46368
P (219) 762.9129

JASPER COUNTY
119 W. HARRISON STREET
RENSSELAER, IN 47978
P (219) 866.4158
F (219) 866.2274

HODGESDAVIS.COM

Ms. Patty Stringfellow
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Dear Patty:

Over the last 40 years, I have had the pleasure of practicing law in Rensselaer. Thank you for all of the work you have entrusted to me over the years.

On January 1, 2017 I started a new chapter in my legal career. As of January 1, 2017, I affiliated with the law firm of Hodges and Davis, P.C. of Merrillville, Indiana.

How does this affiliation affect you? It doesn't. I am still practicing out of my office in Rensselaer. Brandee Moore will remain my legal assistant. Our hours are the same.

Being a part of the Hodges and Davis, P.C. firm will provide you with more legal resources and expertise. To learn more about Hodges and Davis, P.C., please visit their website at hodgesdavis.com.

If this letter raises any questions or concerns, please call me. Feel free to stop by and see us.

Sincerely,

Edward P. Dumas

EPD/bm

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THOMAS B. DUMAS
(1918-1998)
WILLIAM J. MORIARTY, JR.
(1939-1993)
KENT E. MAHNESMITH
(1966-2011)

January 16, 2017

ELECTRONIC MAIL ONLY

Patty Stringfellow, Director
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

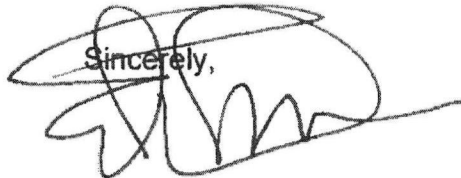
Dear Patty:

On January 1, 2017, I affiliated with the law firm of Hodges and Davis, P.C. of Merrillville, Indiana. I will be the lead Attorney operating the Jasper County Office. Just as before, I will be available to handle your legal needs at the office located at 119 W. Harrison Street, with the same phone number and e-mail address. My contact information remains the same with the exception of the firm name. Brandee Moore and I will operate the Jasper County Office in the same manner as before.

In order to comply with the Rules of Professional Conduct, I am obligated to advise you that I have affiliated with this firm. I hope that you would like me to continue to represent you on the matters noted above. I assume that you would like me, as a Hodges and Davis, P.C. attorney, to maintain custody of your files. If my assumptions are correct, I would appreciate it if you would sign and return the enclosed consent form. I have enclosed a self-addressed, stamped envelope for your convenience. This consent would also include your files for past matters, if any.

Thank you much for your continued loyalty. If you have questions, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to be "Edward P. Dumas", written over the word "Sincerely,".

Edward P. Dumas

EPD/bm
Enclosure

CONSENT TO TRANSFER FILES AND SERVICES

I hereby consent to the transfer by Edward P. Dumas, Dumas & Mahnesmith P.C. to Edward P. Dumas, Hodges and Davis, P.C. of all copies of electronic and paper files and materials in connection with legal services provided to me and/or related to matters provided at my request, both past and present, including without limitation, all attorney notes, correspondence and communication contained in the files. The consent also includes pleadings, motions, briefs, discovery requests and responses, research and analysis which would be considered work product in connection with the representation and legal services provided. Furthermore, I hereby request that for all pending matters, legal services continue to be provided by Edward P. Dumas and such other attorneys with Hodges and Davis, P.C. as he may direct.

Client: Jasper County Public Library

Date: 1-16-17

Signature: Patricia J. Stringfellow

Printed: Patricia J. Stringfellow

Title: Director

Director's Report January 2017

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: The following policies are up for review in February: Fax Machine Policy, Board Commitment, Staff Commitment, Gift Policy, and Debit/Credit Card Processing Policy. No revisions are recommended to the Board Commitment, Staff Commitment, Gift Policy, and Debit/Credit Card Processing Policies. Revisions are recommended to the Fax Machine Policy due to the revisions we made to the Circulation Policy in November 2016. Additionally, we are recommending revisions to our Blu-ray, VHS and DVD Policy due to the Circulation Policy revisions. This ensures that the policies do not contradict each other. Please see R 10 & R 12. **If you approve the Consent Agenda items, you will approve revisions to the Fax Machine Policy and the Blu-ray, VHS and DVD Policy as presented.**

2017 Staff Development Day: For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. For the past several years we have offered a full day of training and staff really appreciates this all-day training as we are able to cover more training topics. Staff networking is also an important component of this day, as we are all together in one place. This positively impacts relationship building. We would like to offer another full day session in 2017. We have selected Friday, September 8 as the date for our 2017 training day. We would meet at the Wheatfield Library from 8:00 to 4:30 for staff training and all libraries would be closed for the day. We will be discussing training topics and possible presenters at our February Management Meeting. At this time we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved. **If you approve the consent agenda, you will approve the library closing for a full-day staff training session on Friday, September 8, 2017.**

Workshop Request: I am requesting permission to send two staff to Digipalooza '17 in Cleveland, Ohio August 2-4. Digipalooza is an international user group conference hosted by our e-book vendor, Overdrive. Collection development, ordering, reports, marketing, and troubleshooting are featured training topics. Upcoming new titles will be previewed. Cost to attend is \$199 per person with meals provided. Hotel and travel expenses are not included. Monies have been budgeted for this conference, and staff

who have attended in the past found this conference valuable. **If you approve the consent agenda, you will approve two staff attending Digipalooza '17.**

General Business

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian: Linda Poortenga and Janice Wilma will present their Annual Impact Reports at the March Board meeting, reporting on adult and youth services.

Oath of Office – Assistant Treasurer: Janelle Harper will take her oath as Assistant Treasurer.

New Service – Hot Spot Check-Out: To increase Internet access for our patrons we wish to offer wifi hotspot checkout. A wifi hotspot is a device that can be used to connect a wifi enabled device such as a laptop, smart phone, or tablet to the Internet. This hotspot is portable so it can be connected almost anywhere – at home, at the park, at the coffee shop. Circulation rules would be as follows:

- 7 day loan period
- No holds
- No renewals
- \$1 per day late fee
- Must be 18 years old to checkout
- Replacement cost, \$50
- A PIN will be utilized so that patrons cannot change settings, and we will have the ability to deactivate the devices if they are not returned by the due date.

Each library would have 4 hotspots for checkout (12 total for the system). Monies have been budgeted for this new material type. There is no cost per device, but there is an ongoing cost to offer this service, \$420 per month for unlimited data. Our budget can support this new service. Hotspot checkout is becoming a trend in public libraries. Seattle PL and Chicago PL offer this service. In Indiana Muncie Public Library launched this service last spring. Porter County Public Library just launched this service in December. We feel that this would be a very valuable and popular service in our rural community. It is our intention to launch this new service during National Library Week in April 2017.

Discontinue Service – Typewriters: We still promote typewriters as a library service in policy and promotional materials. In January I checked with each library, seeking a 'State of the Typewriter Service'. I learned that Rensselaer Library no longer has typewriters, as equipment was out of repair and not replaced. Wheatfield has one (not out in public view) that patrons have to ask to use and never do. DeMotte has one that is rarely used by the public. In consideration of patron demand for this service, I am recommending that the board discontinue this service. Related policies and promotional materials would be revised to reflect this change in service. Remaining typewriters

would be kept and used as needed by staff and patrons so long as they are operational and easy to move, but we would not replace them when they break and would not promote typewriters as a service. A board vote is required to discontinue this service.

Internet Use and Safety Policy Revision: We have someone in a residence near the Rensselaer Library who, prior to our detection, had been using up to 550+Gb of our bandwidth per month. Even though we have our wireless signal turned down to try to keep it on library property, the neighbor is able to “reach” our wireless because they are using a wireless bridge to extend their reach. Through our wireless manager, we can only automatically block a user based on machine address (MAC). Windows 10 introduced a checkbox allowing people to get a different “fake” MAC address every time they connect to a wireless network, so we can’t block this user by MAC as they have this checkbox checked. Through our firewall, we have tried blocking all Internet traffic from MAC addresses beginning with “02”, which is what Microsoft assigns, but then the user began changing the address manually with something not starting with “02”. Currently, we are monitoring the wireless network throughout the day (7a-11p) and manually blocking the user each time they connect. We are happy to offer wireless Internet service and currently do so with no password required so that individuals and staff can easily access wifi. It is our intention that this access would be from our library property. This approach has served us and our community well for years, but now that we have had this instance of ‘piggybacking on wifi’ (which is not something we desire) we would like to prohibit this practice by policy. Please see R14. A board vote is required to revise the Internet Use and Safety Policy as presented.

Digitizing Yearbooks: In 2015 you approved our sending yearbooks to Oklahoma Correctional Industries (OCI) for digitizing. OCI offers a free digitization project to public and school libraries around the nation. We shipped our yearbooks to OCI who scanned them and returned them to us in the same condition that they were sent. This digital content is now available via our website and has been used extensively. We wish to add to this collection by digitizing 20 Wheatfield High School yearbooks that have been donated to us along with KV High School yearbooks 2011-2016, Rensselaer High School yearbooks 2014-2016, and the most current edition of Covenant Christian’s yearbook. I am seeking board permission to send these yearbooks to OCI for digitizing. A board vote is required.

Director’s Report

In January I filled out and submitted our Indiana Public Library Annual Report 2017 to the State Library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services. In addition Rayann completed the complicated and time-consuming LAR report, a financial report that must be submitted by the fiscal officer to the State Board of Accounts by the end of February. A new law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least*

\$300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year. Our annual report was published in our local papers on February 9, 2017. The State Board of Accounts defines our fiscal officer at the board treasurer, so our LAR was submitted electronically by Mark using his own username/password issued by the SBA. He also submitted our 100R as required.

We have received correspondence from Ed Dumas. Please see R 18 – R 20. As of January 1, 2017 he is now affiliated with the law firm of Hodges and Davis, P. C. of Merrillville, IN. He is still practicing out of his office in Rensselaer so nothing much changes for us. Due to his obligation to comply with the Rules of Professional Conduct, he alerted me of this new affiliation in mid January requesting that I sign a Consent to Transfer Files and Services so that files could be retained and that pending legal matters could continue with Ed and other attorneys with Hodges and Davis as he may direct. I signed the consent and have included all of this paperwork for your review in your February packet.

I am working on the foyer repainting project at DeMotte Library. I met with Jim Little of Jim's Carpentry & Remodeling on January 24, asking him to submit a quote for skim coating and repainting. On January 24 he measured the foyer and learned about our needs. As of February 6 as had still not received a quote so I reached out to him only to learn that he was out of state due to a death in his family. He still plans to provide an estimate so I will update you as we move through this process.

The news about St. Joseph's College saddens us all. I visited with Tim Salm, Library Director for St. Joseph's College, on February 8 to remind him that we are here and that we care.

With a goal to improve turnaround time for items selected for our collection, this year we are working to standardize and streamline our ordering and processing procedures. All staff have an opportunity to provide input, but a workgroup has been established and is leading the effort. We had our first meeting on January 30 and are off to a great start!

Once again we will be participating in BOOKS TO BRIDGE THE REGION, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski and Starke. This initiative, which will occur in the fall of 2017, encourages area residents to read books on a common theme and foster conversation between people and between generations. This is a terrific means to promote literacy in our community and partner with other libraries and agencies in our region.

System Administrator News

Sheila addressed various pc issues, configured new equipment, and replaced defective parts. She spent a great deal of time trying to prevent a neighbor to the Rensselaer Library from piggybacking on our wifi. She collected data needed for our annual reports, and updated the intranet with various new documents. She viewed a webinar

on ISL Certification & Public Library Standards. Six service requests were opened and 10 were closed.

Technical Services News

Becky reports, "Peggy Michelin has been gathering information for next month's meeting with Branch Heads about AY lists and Continuations lists. She has distributed information about what is currently available from B & T. We are already receiving new orders and are working hard to get these items cataloged and processed."

DeMotte Library News

Debbie reports, "'Chick it out' is back by popular demand. Many of our patrons enjoy reading and are excited to earn a food certificate for doing what they enjoy doing."

She continues, "Karla visited Head Start and DeMotte United Methodist preschools this month. Magnificent Monday went well and the craft of painting a coaster went over so well that the caregivers asked if they could make a coaster too. There were plenty of coasters cut from cork so there was absolutely no problem with allowing this, and it was exiting to serve the caregivers as well. Karla is constructing a new bulletin board in the story time room. The colorful Library Lego bulletin board will include pictures from each Library Lego session, and will be added to after each monthly program all year. Karla set up her first summer reading performer and was very proud to accomplish all of the paper work and details to benefit all three branches."

Rensselaer Library News

Linda reports, "A lot of staff were out sick this month. We have a lot of committee and workgroups meeting in the next couple of months. ... Linda was interviewed by an Ivy Tech student for one of her library classes. We are involved in an initiative to standardize and streamline orders/processing this year; and are off to a great start. It has prompted Linda to once again think LEAN, and she is now working on tidying/organizing the attic space!"

Janice reports, "The YU-GI-OH club has been going strong with an average of 8 children participating twice a month. Weather has been a deterrent for the St. Augustine students to make it here every week but they really enjoy their visits when they come. We had gorgeous, unseasonable warm weather for the Family Train Day but we still managed to get about seventy five people in for the event. We got messy making our own home made snow at our Books and More and Third Thursday programs. The children seem to always enjoy measuring, mixing and getting messy."

Wheatfield Library News

Evie reports, "Linda has been working on a project for me – I plan on shelving inspirational books separately, as we already do for mysteries, westerns, and fantasy/sci-fi. Therefore, Linda is in the process of placing inspirational labels on the materials. Once I have completed de-selection of fictional materials, we will begin to evaluate how to best arrange the fiction collection to suit the needs of our patrons and us."

Rachael reports, "We held our "special" story times that we have been doing annually with a Peppa Pig and Blaze story time. ... have been in contact with Summer Reading performers, working on the Summer Reading Demco order, met with the standardizing/streamlining processing workgroup, and Nikki and I have been planning upcoming programs ... I met with Nick Raymond and Noah Witkowski from the KV Robotics Club and they will be working with us on providing a Maker Monday program every other month for grades 1-8."

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

January 31, 2017

	<u>Beginning 2017 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$690,256.72	\$156,021.59	\$156,021.59	\$66,332.04	\$66,332.04	\$600,567.17
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$78.35	\$78.35	\$3,494.06	\$3,494.06	\$17,717.06
DeMotte	\$3,743.26	\$0.00	\$0.00	\$2,315.00	\$2,315.00	\$6,058.26
Rensselaer	\$8,743.11	\$78.35	\$78.35	\$1,179.06	\$1,179.06	\$9,843.82
Wheatfield	\$1,814.98	\$0.00	\$0.00	\$0.00	\$0.00	\$1,814.98
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$15.90	\$15.90	\$181,370.25
Bond & Interest Redemption Fund	\$148,083.44	\$165,066.25	\$165,066.25	\$0.00	\$0.00	(\$16,982.81)
Rainy Day Fund	\$2,622,356.36	\$0.00	\$0.00	\$229.91	\$229.91	\$2,622,586.27
Includes Investments of:						
State Technology Fund Grant Fund	\$0.00	\$0.00	\$0.00	\$16,333.34	\$16,333.34	\$16,333.34
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,792.00
Sales Tax	\$216.62	\$198.72	\$198.72	\$3.68	\$3.68	\$21.58
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,389.22	\$7,389.22	\$7,389.22	\$7,389.22	\$0.00
FICA Tax Collected	\$0.00	\$7,167.61	\$7,167.61	\$7,167.61	\$7,167.61	\$0.00
State Tax Collected	\$3,329.68	\$3,329.73	\$3,329.73	\$3,281.50	\$3,281.50	\$3,281.45
County Tax Collected	\$2,486.68	\$2,486.63	\$2,486.63	\$2,495.53	\$2,495.53	\$2,495.58
Deferred Comp.	\$0.00	\$1,990.00	\$1,990.00	\$1,990.00	\$1,990.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,404.32	\$3,404.32	\$3,408.26	\$3,408.26	\$68.33
Employee Life Insur.	\$0.36	\$182.35	\$182.35	\$183.34	\$183.34	\$1.35
Employee INPRS	\$0.00	\$2,972.32	\$2,972.32	\$2,972.32	\$2,972.32	\$0.00
Garnishments	\$0.00	\$80.17	\$80.17	\$80.17	\$80.17	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$350,367.26	\$350,367.26	\$115,376.88	\$115,376.88	\$3,467,430.49

Bank Balances**Jasper County Public Library****Report as of: 1/31/17**

Bank		
1	Alliance Bank	\$3,467,160.49
2	Cash On Hand	\$270.00
Total all banks =		\$3,467,430.49

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 1/1/17 To 1/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>1. Personal Services</i>								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$5,713.93	\$5,713.93	\$5,530.20	\$63,862.07	8.2
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$84,276.29	\$84,276.29	\$91,688.33	\$996,870.71	7.8
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$6,702.10	\$6,702.10	\$6,753.60	\$84,040.90	7.4
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,167.61	\$7,167.61	\$7,753.14	\$87,804.39	7.5
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$779.84	\$779.84	\$310.04	\$6,233.16	11.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$8,634.06	\$8,634.06	\$9,317.67	\$100,437.94	7.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$10,901.36	\$10,901.36	\$10,565.97	\$139,934.64	7.2
Subtotal	\$1,603,359.00		\$1,603,359.00	\$124,175.19	\$124,175.19	\$131,918.95	\$1,479,183.81	7.7
<i>2. Supplies</i>								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$896.14	\$8,500.00	0.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$250.54	\$250.54	\$16.19	\$6,249.46	3.9
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$14.27	\$14.27	\$56.04	\$7,985.73	0.2
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.0
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.0
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$0.00	\$0.00	\$18.28	\$15,500.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$264.81	\$264.81	\$986.65	\$41,785.19	0.6
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$572.00	\$572.00	\$544.00	\$25,992.00	2.2
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$0.00	\$0.00	\$3,834.00	\$25,427.00	0.0
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$0.00	\$0.00	\$0.00	\$16,600.00	0.0
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$313.97	\$313.97	\$278.64	\$3,486.03	8.3
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$664.92	\$664.92	\$646.11	\$19,335.08	3.3
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$252.48	\$252.48	\$127.20	\$8,247.52	3.0
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$12.26	\$12.26	\$11.25	\$1,987.74	0.6
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$1,621.50	\$1,621.50	\$0.00	\$74,998.50	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0.0
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.0
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$4,791.00	\$4,791.00	\$3,645.00	\$22,209.00	17.7
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$2,682.40	\$2,682.40	\$1,605.51	\$42,317.60	6.0
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$4,470.46	\$4,470.46	\$6,316.51	\$95,529.54	4.5
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$170.03	\$170.03	\$337.30	\$3,829.97	4.3
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$588.29	\$588.29	\$586.23	\$6,911.71	7.8
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$2,054.75	\$2,054.75	\$745.00	\$115,115.25	1.8
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$66.95	\$66.95	\$64.95	\$233.05	22.3
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$221.00	\$221.00	\$221.00	\$1,979.00	10.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.0
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$10,276.07	\$10,276.07	\$16,239.07	\$103,956.93	9.0
Subtotal	\$689,506.00		\$689,506.00	\$28,758.08	\$28,758.08	\$35,201.77	\$660,747.92	4.2
<i>4. Capital Outlays</i>								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$0.00	\$0.00	\$1,926.15	\$82,624.00	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$1,437.60	\$1,437.60	\$1,256.18	\$158,562.40	0.9
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$1,359.53	\$1,359.53	\$714.67	\$23,640.47	5.4
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$26.38	\$26.38	\$1,857.99	\$59,973.62	0.0
Subtotal	\$327,624.00		\$327,624.00	\$2,823.51	\$2,823.51	\$5,754.99	\$324,800.49	0.9
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$156,021.59	\$156,021.59	\$173,862.36	\$2,506,517.41	5.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 1/1/17 To 1/31/17

F3D

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>3. Other Services and Charges</i>								
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$310,000.00	\$0.00	\$310,000.00	\$155,000.00	\$155,000.00	\$145,000.00	\$155,000.00	50.0
3.82 INTEREST-BONDS	\$16,839.00	\$0.00	\$16,839.00	\$10,066.25	\$10,066.25	\$16,262.50	\$6,772.75	59.8
Subtotal	\$327,469.00		\$327,469.00	\$165,066.25	\$165,066.25	\$161,262.50	\$162,402.75	50.4
Grand Total	\$327,469.00	\$0.00	\$327,469.00	\$165,066.25	\$165,066.25	\$161,262.50	\$162,402.75	50.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for **165 SALES TAX**

Jasper County Public Library

Report Date: From **1/1/17** ***To*** **1/31/17**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>								
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$198.72	\$198.72	\$157.31	(\$198.72)	0.0
Subtotal	\$0.00		\$0.00	\$198.72	\$198.72	\$157.31	(\$198.72)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$198.72	\$198.72	\$157.31	(\$198.72)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List

Jasper County Public Library

Report Date: From 1/1/17 To 1/31/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35166	1	BANK OF NEW YORK MELLON	1/3/17	2004 Bond Payment IMMS# 3108888400, Loan Account# JASLIBGOB04	\$165,066.25
35167	2	AARON'S LAWN CARE	1/9/17	Snow removal	\$990.00
35168	3	ANTHEM BLUE CROSS BLUE	1/9/17	Health Insurance premiums- January 2017	\$12,931.78
35169	4	ANTHEM LIFE	1/9/17	Life Insurance premiums- January 2017	\$109.08
35170	5	AVC TECHNOLOGY CORPORA	1/9/17	2017 Annual Financial Computer Support	\$1,596.00
35171	6	BAKER & TAYLOR	1/9/17	Books, Continuations, AV, Auto. Yours	\$1,221.57
35172	7	BAKER & TAYLOR ENTERTAIN	1/9/17	DVDs	\$42.82
35173	8	BLUETARP FINANCIAL, INC	1/9/17	Light switch, anchors	\$14.27
35174	9	CARDINAL OFFICE PRODUCT	1/9/17	DeM: Quarterly maintenance agreement on work room copier 7/21/16-10/21/16	\$1,305.56
35175	10	CONSOLIDATED INSURANCE	1/9/17	Directors & Officers Liability Annual Premium- 2017	\$3,645.00
35176	11	CULLIGAN WATER CONDITIO	1/9/17	Wh: Water Cooler Rental-January 2017	\$11.95
35177	12	DANIEL VAN BLAIRCOM	1/9/17	Mileage 7/18-12/27/16: Recycling, pick up supplies	\$22.52
35178	13	DELTA DENTAL	1/9/17	Dental Insurance premiums- January 2017	\$505.07
35179	14	DEMOTTE CHAMBER OF COM	1/9/17	2017 Membership Dues	\$60.00
35180	15	DEPARTMENT OF HOMELAND	1/9/17	DeM: Elevator Inspection	\$120.00
35181	16	ENA SERVICES LLC	1/9/17	Internet service for December 2016	\$1,621.50
35182	17	LAFAYETTE BANK AND TRUS	1/9/17	Lockbox Rental, 2017	\$55.00
35183	18	MICHAEL R. ANDERSON	1/9/17	Rens: Snow removal 12/4-12/18/16	\$650.00
35184	19	MIDDLEBURY COMMUNITY PU	1/9/17	NICCL Dues for 2017	\$50.00
35185	20	NIPSCO	1/9/17	Electric & gas service	\$5,959.89
35186	21	NITCO	1/9/17	DeM: Local Phone & Fax Service January 2017	\$159.80
35187	22	PDR DISTRIBUTION, LLC	1/9/17	Continuations	\$179.85
35188	23	PEGGY MICHELIN	1/9/17	Mileage 11/3-12/28/16: AV shopping & returns	\$9.07
35189	24	PRECISION CONTROL SYSTE	1/9/17	DeM: women's bathroom overheating, bought wood to run across joists above ceiling to access actuator, replaced actuator, installed stat cover in bathroom, drilled through tile to mount, replaced faulty stat in mechanical room; VAV20 area overheating, changed offset valve from 250 to 290, exhaust fan #2 not working, found burned up wire in motor, cut out wire, reset switch, fan started back up & running ok	\$294.75
35190	25	RENSSELAER CHAMBER OF C	1/9/17	2017 Membership Dues, Chamber Meeting Expenses - August, September, November 2016	\$105.00
35191	26	REPUBLIC SERVICES #715	1/9/17	Wh: Trash Service- January 2017	\$82.15
35192	27	THE LIBRARY CORPORATION	1/9/17	Enhanced Content Renewal: Mar 2017-Feb 2018; SIP Communications Protocol: Mar 2017-Feb 2018	\$6,328.00
35193	28	VISION SERVICE PLAN	1/9/17	Vision Insurance Premiums- January 2017	\$214.74
0	29	PAYROLL	1/10/17	PAYROLL	\$49,101.43
0	30	ALLIANCE BANK	1/9/17	Direct Deposit Fees December 2016	\$37.00
35194	31	AVON-WASHINGTON TOWNS	1/9/17	Damaged SRCS item# 120791000368340	\$32.00
35195	32	BUSINESS CARD	1/9/17	Staff Christmas Party expenses, AVC User Group Meeting expenses, Flickr renewal, B2B expenses, Reference Counterparts meeting expenses	\$228.51
35196	33	CARDINAL OFFICE PRODUCT	1/9/17	Rens: Patron Copier Maintenance 12/26/15-12/26/16	\$260.90
35197	34	CENTURYLINK	1/9/17	Long distance phone service- December 2016	\$15.96
35198	35	CONSOLIDATED INSURANCE	1/9/17	Worker's Compensation Audit of 4/16/15-4/16/16, additional premium due	\$1,146.00
35199	36	HP Products	1/9/17	M-folds, carpet cleaner, defoamer	\$250.54
35200	37	INDIANA DEPT. OF WORKFOR	1/9/17	4th Quarter 2016 Unemployment Compensation Pymt	\$779.84
35201	38	INDIANA WASTE SERVICE	1/9/17	DeM: Trash Pick-up, January 2017	\$89.70

F4b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35202	39	KONE, INC.	1/9/17	DeM: Elevator maintenance agreement 1/1/17-3/31/17	\$429.84
35203	40	MOVIE LICENSING USA	1/9/17	Site Licenses for Movie Copyright Compliance, 2/1/17-1/31/18 - Wh & Ren Libraries (Lic #186929001)	\$572.00
35204	41	PATTY STRINGFELLOW	1/9/17	Directors Meeting expenses	\$7.27
35205	42	RENSSELAER ROTARY CLUB	1/9/17	November & December 2016 dues & meals	\$126.00
35206	43	THE TIMES	1/9/17	Rens: Newspaper subscription Acct# 170-00054391	\$309.12
35207	44	UNIQUE MANAGEMENT SERVI	1/9/17	Collections: Initial/Secondary Placements- December 2016	\$277.45
35208	45	USA TODAY	1/9/17	DeM: Newspaper sunscription Acct# 4179744	\$339.93
0	46	BILL HROMADA	1/10/17	Courier Mileage, 12/16-12/30/16 (Conf #472)	\$334.80
0	47	GREAT-WEST RETIREMENT S	1/10/17	Annuity Withheld 1/10/17payroll (Conf. #474)	\$995.00
0	48	INDIANA DEPARTMENT OF RE	1/10/17	EFT-State & County Taxes w/held December 2016 Payrolls (Ref #95544)	\$5,816.36
0	49	INPRS fbo PERF	1/10/17	1/10/17 Payroll Contributions	\$5,863.84
0	50	IRS USA TAXPAYMENT	1/10/17	EFT-FICA & Federal Taxes w/held 1/10/17 (Ref #60003065)	\$11,060.23
0	51	RENSSELAER REPUBLICAN	1/10/17	Rens. Lib. Newspaper subscription, 2/5/17-2/5/18	\$139.00
0	52	TOWN OF DEMOTTE	1/10/17	DeM: Sewer & Water- December 2016 (conf# 471)	\$167.64
0	53	TOWN OF WHEATFIELD	1/10/17	Wh: Sewer- January 2017 (conf# 473)	\$56.65
0	54	INDIANA DEPT OF REVENUE	1/17/17	Sales Tax collected in 2016 less discount.	\$198.72
0	55	PAYROLL	1/25/17	PAYROLL	\$47,590.89
0	56	AFLAC	1/25/17	Supplemental Insurance January 2017 (Conf. #481)	\$727.36
0	57	BILL HROMADA	1/25/17	Courier Mileage, 1/2/17-1/13/17 (Conf #478)	\$298.53
0	58	CENTURYLINK	1/25/17	Rn: Local Phone Service & Fax January 2017 (Conf. #477)	\$95.81
0	59	CENTURYLINK	1/25/17	WH: Fax Service January 2017 (Conf. #479)	\$10.10
0	60	CENTURYLINK	1/25/17	WH: Local Phone Service January 2017 (Conf. #480)	\$32.30
0	61	CHICAGO TRIBUNE	1/25/17	Dm: Newspaper subscription Acct# 20468938 (Conf. #476)	\$571.48
0	62	GREAT-WEST RETIREMENT S	1/25/17	Annuity Withheld 1/25/17payroll (Conf. #482)	\$995.00
0	63	INDIANA CHILD SUPPORT BU	1/25/17	Child Support Garnishment: Andrea Quick 1/25/2017 Payroll (Payment #1890320170118154717)	\$80.17
0	64	INPRS fbo PERF	1/25/17	1/25/17 Payroll Contributions	\$5,742.54
0	65	IRS USA TAXPAYMENT	1/25/17	EFT-FICA & Federal Taxes w/held 1/25/17 (Ref #61360138)	\$10,664.21
0	66	CITY OF RENSSELAER	1/25/17	RENS: Utilities 12/08 - 1/13/16 (Conf. #483)	\$1,555.15
0	67	SPARKPAY	1/31/17	Merchant Processing Fees- January 2017	\$16.37

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$350,367.26

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 06, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$350,367.26**

Date this 13th day of February, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

1-5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
January 31, 2017

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,618.67	\$2,618.67
DeMotte	\$755.31	\$755.31		
Rensselaer	\$1,010.46	\$1,010.46		
Wheatfield	\$852.90	\$852.90		
PHOTOCOPIES:			\$819.15	\$819.15
DeMotte	\$301.35	\$301.35		
Rensselaer	\$331.50	\$331.50		
Wheatfield	\$186.30	\$186.30		
INTEREST (Checking, Repurchase, CDs):.....			\$62.08	\$62.08
TAXES:			\$62,896.00	\$62,896.00
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$62,896.00		
TAXABLE SALES:-.....			\$2.54	\$2.54
REFUNDS:			(\$66.40)	(\$66.40)
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$50.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	(\$116.40)	(\$116.40)		
Interfund Transfer	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$66,332.04	\$66,332.04
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$3,494.06	\$3,494.06
DeMotte	\$2,315.00	\$2,315.00		
Rensselaer	\$1,179.06	\$1,179.06		
Wheatfield	\$0.00	\$0.00		
LIB. IMPROV. RESERVE FUND:			\$15.90	\$15.90
Interest Earned	\$15.90	\$15.90		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$229.91	\$229.91
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$229.91	\$229.91		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$16,333.34	\$16,333.34
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$3.68	\$3.68
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$86,408.93	\$86,408.93

F5b

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,389.22	\$7,389.22
FICA Collected	\$7,167.61	\$7,167.61
State Tax Collected	\$3,281.50	\$3,281.50
County Tax Collected	\$2,495.53	\$2,495.53
Deferred Comp Plan	\$1,990.00	\$1,990.00
Pre-tax Insurance Plans	\$3,408.26	\$3,408.26
Life Insurance	\$183.34	\$183.34
INPRS	\$2,972.32	\$2,972.32
Garnishments	\$80.17	\$80.17
Credit Union	\$0.00	\$0.00

\$28,967.95

\$28,967.95

TOTAL RECEIPTS - ALL FUNDS.....

\$115,376.88

\$115,376.88

Voucher List

Jasper County Public Library

Report Date: From 2/1/17 To 2/13/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35209	68	ABLE PAPER & JANITORIAL S	2/13/17	Vacuum bags, vacuum filter	\$49.20
35210	69	ACE HARDWARE	2/13/17	Spackle, light bulbs, putty knives, toggle bolt, drill bit, toilet repair parts, caulk, door stop	\$103.09
35211	70	ANTHEM BLUE CROSS BLUE	2/13/17	Health Insurance premiums- February 2017	\$11,570.54
35212	71	ANTHEM LIFE	2/13/17	Life Insurance premiums- February 2017	\$98.28
35213	72	AWE ACQUISITION, INC	2/13/17	Early Literacy Station, AWE headphones, replug breakaway adapter, enhanced support stand	\$2,865.50
35214	73	BAKER & TAYLOR	2/13/17	Books, Continuations, AV, Auto. Yours	\$7,273.68
35215	74	BAKER & TAYLOR ENTERTAIN	2/13/17	DVDs	\$1,314.54
35216	75	BILL HROMADA	2/13/17	Totes	\$30.00
35217	76	BUSINESS CARD	2/13/17	Background checks, state park passes, vacuum parts, FMLA workshop registration- D. Barko, meeting room supplies, DVDs, B2B expenses	\$962.35
35218	77	CARDINAL OFFICE PRODUCT	2/13/17	DeM: Staff Copier Maintenance 10/21/16-1/21/17	\$831.25
35219	78	CAROLYNN DeVRIES	2/13/17	Arm knitting program expenses	\$16.56
35220	79	CONSOLIDATED INSURANCE	2/13/17	Worker's Compensation Audit of 4/16/15-4/16/16, additional premium due (revised)	\$77.00
35221	80	CREATIVE PRODUCT SOURC	2/13/17	Library stickers	\$162.72
35222	81	CULLIGAN WATER CONDITIO	2/13/17	Wh: Water Cooler Rental-February 2017, 5-gallon drinking water- 7	\$62.60
35223	82	D & S COMPUTER SERVICES	2/13/17	Hosting 1st quarter 2017	\$120.00
35224	83	DELTA DENTAL	2/13/17	Dental Insurance premiums- February 2017	\$564.49
35225	84	DONNA BARKO	2/13/17	Mileage 1/3-2/6/17: Bank deposits, Post Office, Courthouse, new employee orientation	\$28.84
35226	85	DUMAS & MAHNESMITH P.C.	2/13/17	Legal Assistance: Real Estate Purchase	\$332.50
35227	86	ENA SERVICES LLC	2/13/17	Internet service for January 2017	\$1,621.50
35228	87	FASE-KALUF TV & APPLIANCE	2/13/17	Monitor cable	\$29.99
35229	88	GALE/CENGAGE LEARNING	2/13/17	Books	\$80.68
35230	89	HP Products	2/13/17	Glass cleaner, toilet paper, paper towel rolls	\$355.00
35231	90	INDIANA DEPARTMENT OF EN	2/13/17	Annual public water system fee- WH	\$100.00
35232	91	INDIANA WASTE SERVICE	2/13/17	DeM: Trash Pick-up, February 2017	\$89.70
35233	92	JUNIOR LIBRARY GUILD	2/13/17	Books	\$311.20
35234	93	KAPCO	2/13/17	Polyester repair tape, Tyvek repair tape, book cover	\$168.56
35235	94	KIM DELGER	2/13/17	Mileage 1/26-1/30/17: ASK committee meeting, Tech Services work group meeting	\$47.08
35236	95	KIRBY RISK CORPORATION	2/13/17	Fluourescent lampholders	\$40.36
35237	96	LINDA POORTENGA	2/13/17	Mileage 1/12-1/27/17: Management meeting, B2B, meeting at DeMotte Library	\$73.83
35238	97	M W INSURANCE AGENCY	2/13/17	Bonds for Treasurer and Asst. Treasurer	\$212.00
35239	98	NETWISE RESOURCES	2/13/17	Rens & Wh: staff copier quarterly service agreements	\$795.28
35240	99	NIPSCO	2/13/17	Electric & gas service	\$6,586.01
35241	100	NITCO	2/13/17	DeM: Local Phone & Fax Service February 2017	\$160.57
35242	101	OVERDRIVE	2/13/17	Database Maintenance Fee & Future Content Purchases (February 2017-January 2018)	\$3,000.00
35243	102	PATTY STRINGFELLOW	2/13/17	Mileage 1/6-2/3/17: Directors meetings, Management meeting, Branch visit	\$140.17
35244	103	POST TRIBUNE	2/13/17	Rens: Newspaper subscription Acct# 74364548	\$135.20
35245	104	QUILL CORPORATION	2/13/17	Humidifier filter, toner cartridges, vinyl pouches, color copy paper, lysol spray, clorox wipes, kleenex, envelopes, double stick tape, paper plates, construction paper, cordless phone battery, canvas storage bags, card file	\$509.02
35246	105	RAINBOW BOOK COMPANY	2/13/17	Books	\$1,474.87

F6b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35247	106	RAYANN GILMORE	2/13/17	Mileage 11/15/16-2/6/17: Bookkeeping workshop, Post Office, bank deposits, supply pickup, Marketing meeting	\$39.22
35248	107	RENSSELAER LAUNDRY ROO	2/13/17	Laundry	\$20.00
35249	108	RENSSELAER REPUBLICAN	2/13/17	Wh: Newspaper subscription Acct# 0038731	\$139.00
35250	109	REPUBLIC SERVICES #715	2/13/17	Wh: Trash Service- February 2017	\$82.15
35251	110	SIMPLEXGRINNELL	2/13/17	Annual Fire Alarm Test & Inspection	\$494.85
35252	111	SKILLPATH SEMINARS	2/13/17	Conflict Management Skill for Women seminar registrations- L. Poortenga, J. Wilma, B. Amalong, P. Stringfellow	\$356.00
35253	112	SUNRISE PACKAGING INC.	2/13/17	Audio book cases	\$286.98
35254	113	SVT, LLC	2/13/17	Children's supplies, Train Day volunteers lunch	\$58.55
35255	114	TECH LOGIC	2/13/17	CircIT Software Renewal- 1yr (March1-February 28)	\$1,248.00
35256	115	TEI LANDMARK AUDIO	2/13/17	DeM & Wh: Playaway Lease 2/1/17-1/31/18	\$1,805.00
35257	116	THOMSON REUTERS - WEST	2/13/17	Continuations	\$321.50
35258	117	TRUGREEN PROCESSING CE	2/13/17	Ice melt	\$224.40
35259	118	UNIQUE MANAGEMENT SERVI	2/13/17	Collections: Initial/Secondary Placements- January 2017	\$134.25
35260	119	VISION SERVICE PLAN	2/13/17	Vision Insurance Premiums- February 2017	\$214.74
35261	120	WAL-MART COMMUNITY/RFC	2/13/17	Wipes, DVDs, cleaning supplies, Staff Christmas Party expenses, adult program supplies	\$650.71
0	121	PAYROLL	2/10/17	PAYROLL	\$52,864.47
0	122	BILL HROMADA	2/13/17	Courier Mileage, 1/16/17-1/31/17 (Conf #484)	\$398.04
0	123	GREAT-WEST RETIREMENT S	2/10/17	Annuity Withheld 2/10/17payroll (Conf. #487)	\$995.00
0	124	INDIANA CHILD SUPPORT BU	2/10/17	Child Support Garnishment: Andrea Quick 1/25/2017 Payroll (Payment #1890320170208112528)	\$80.17
0	125	INPRS fbo PERF	2/10/17	2/10/17 Payroll Contributions	\$6,289.23
0	126	IRS USA TAXPAYMENT	2/10/17	EFT-FICA & Federal Taxes w/held 2/10/17 (Ref #90686831)	\$12,084.67
0	127	INDIANA DEPARTMENT OF RE	2/10/17	EFT-State & County Taxes w/held Januaru 2017 Payrolls (Ref #82139)	\$5,777.03
0	128	TOWN OF DEMOTTE	2/10/17	DeM: Sewer & Water- January 2017 (conf# 486)	\$167.64
0	129	TOWN OF WHEATFIELD	2/10/17	Wh: Sewer- February 2017 (conf# 485)	\$56.65
0	130	ALLIANCE BANK	2/13/17	Direct Deposit Fees January 2017	\$36.90
35262	131	CAROLYNN DeVRIES	2/13/17	Mileage 2/4/17: Genealogy seminar	\$27.82
35263	132	CENTER POINT PUBLISHING	2/13/17	Books	\$532.08
35264	133	CENTURYLINK	2/13/17	Rn: Local Phone Service & Fax February 2017	\$295.63
35265	134	CENTURYLINK	2/13/17	Long distance phone service- January 2017	\$17.03
35266	135	DEMCO	2/13/17	Book supports, clear polypropylene tape, headphones, book pockets, classification labels	\$557.44
35267	136	JASON GILBERT	2/13/17	Caulk, carpet glue	\$21.41
35268	137	INDIANA NEWSPAPERS INC.	2/13/17	Rens: Journal & Courier newspaper subscription Acct# JC0007041	\$290.11
35269	138	OFFICE DEPOT	2/13/17	Toner, index dividers, binder covers, contact paper, laminating pouches, erasers, correction tape, screen wipes, screen cleaner, rubberbands, copy paper, pens, steno books, furniture touch up kit	\$846.87
35270	139	ROEING CORPORATION	2/13/17	Tech Maintenance Support - 1st Installment 2017	\$7,500.00
35271	140	SIMPLEXGRINNELL	2/13/17	Annual Fire Alarm Test & Inspection	\$2,034.09

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$139,341.79

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 13, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$139,341.79**

Date this 13th day of February, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Mar

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 13, 2017, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of February Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policies for Review (R 10)

General Business

Annual Impacts – Report of Rensselaer Headquarters
 Librarian and Youth Services Librarian (R 26) Information
Purchase Option on Real Estate (R 26) Action
Interlocal Agreement – HGACBuy (R 26) Action

Director's Report (R 26-R 29)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

February 13, 2017
Rensselaer Library

Present: Deana George, Jody Melton, Janelle Harper, Kevin Kaluf, Mark Heinig, Patricia Stringfellow, Rayann Gilmore

Absent: Natalie Waling, Janet Umlauf

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Fax Machine Policy revisions, Blu-ray, VHS and DVD Policy revisions, 2017 Staff Development Day, and request to send two staff to Digipalooza '17 conference were approved on a motion by M. Heinig and seconded by D. George. Motion passed.

Oath of Office – Assistant Treasurer: J. Harper, Assistant Treasurer, took the Oath of Office and signed the bond document.

Purchase Option on Real Estate: P. Stringfellow explained that Attorney, Ed Dumas, has sent real estate option & purchase agreements to the owners of the two properties located adjacent to the DeMotte Public Library. We have received the signed Real Estate Option Agreement back from the David Hubers Revocable Living Trust. The Agreement expires on June 30, 2017. K. Kaluf moved to proceed with the Real Estate Option Agreement with the David Hubers Revocable Living Trust, seconded by J. Harper. Motion passed.

New Service- Hot Spot Check-Out: To increase Internet access for our patrons we wish to offer wifi hotspot checkout. A wifi hotspot is a device that can be used to connect a wifi enabled device such as a laptop, smart phone, or tablet to the Internet. This hotspot is portable so it can be connected almost anywhere. The hotspots would circulate to adult patrons with a 7 day loan period, no holds, no renewals, \$1 per day late fee, and a replacement cost of \$50. A PIN will be utilized so that patrons cannot change settings, and we will have the ability to deactivate the devices if they are not returned by the due date. Each library would have 4 hotspots for checkout. Monies have been budgeted for this new material type. There is no cost per device, but there is an ongoing cost to offer this service, \$420 per month for unlimited data. Devices will have no roaming capabilities which will help us control costs. Our budget can support this new service. Hotspots will come from Sprint and should provide good service for all but approximately 25% of our service area. Sprint offers a 30 day free trial for this service. During this time library staff will take the hotspots to different locations within the library's service area to test the connectivity. It is our intention to launch this new service during National Library Week in April 2017. M. Heinig moved to approve hotspot checkout, seconded by D. George. Motion passed.

Discontinue Service- Typewriters: We still promote typewriters as a library service in policy and promotional materials. In January, P. Stringfellow checked with each library, seeking a 'State of the Typewriter Service'. It was learned that Rensselaer Library no longer has typewriters, as equipment was out of repair and not replaced. Wheatfield has one (not out in public view) that patrons have to ask to use and never do. DeMotte has one that is rarely used by the public. In consideration of patron demand for this service, we recommend that the board discontinue this service. Related policies and promotional materials would be revised to reflect this change in service. Remaining typewriters would be kept and used as needed by staff and patrons so long as they are operational and easy to move, but we would not replace them when they break and

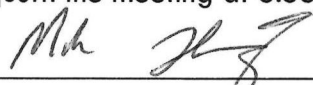
would not promote typewriters as a service. J. Harper moved to discontinue offering the use of typewriters as a service to patrons, seconded by K. Kaluf. Motion passed.

Internet Use and Safety Policy Revision: We have someone in a residence near the Rensselaer Library who, prior to our detection, had been using up to 550+Gb of our bandwidth per month. We are happy to offer wireless Internet service and currently do so with no password required so that individuals and staff can easily access wifi. It is our intention that this access would be from our library property. This approach has served us and our community well for years, but now that we had had this instance of 'piggybacking on wifi' (which is not something we desire) we would like to prohibit this practice by policy. We recommend revising the Internet Use and Safety Policy to include the following "Jasper County Public Library wireless Internet is intended for use on library property. Piggybacking on library wifi is prohibited". M. Heinig moved to approve the revision to the Internet Use and Safety Policy as presented, seconded by D. George. Motion passed.

Digitizing Yearbooks: In 2015 the Board approved our sending yearbooks to Oklahoma Correctional Industries (OCI) for digitizing. OCI offers a free digitization project to public and school libraries around the nation. We shipped our yearbooks to OCI who scanned them and returned them to us in the same condition that they were sent. This digital content is now available via our website and has been used extensively. We wish to add to this collection by digitizing 20 Wheatfield High School yearbooks that have been donated to us along with KV High School yearbooks 2011-2016, Rensselaer High School yearbooks 2014-2016, and the most current edition of Covenant Christian's yearbook. Board permission is needed to send these yearbooks to OCI for digitizing. D. George moved to send the yearbooks to OCI for digitization, seconded by K. Kaluf. Motion passed.

Director's Report: P. Stringfellow explained that the final bond payment will be made in January 2018. The Board has the option to continue a bond. Some libraries that have no monies in reserve pursue this option. We do not recommend this at this time because the library currently has a healthy balance in the Rainy Day Fund which can be used for future projects. The Board is interested in knowing what the process would be to continue with a bond if they decide to go that route. P. Stringfellow will bring this information to a later meeting. P. Stringfellow met with Tim Salm, Library Director at Saint Joseph's College to express our sadness at the college's recent announcement and to let him know we are here and available to help in any way that we can. The Library has received a donation from a retired Purdue University Professor of materials pertaining to Charlie Halleck. We are currently evaluating these materials in consideration of digitization and access. A reception and informational program on Charlie Halleck is planned for the late spring/early summer with hopes that the donor can attend.

Adjournment: With no further matters for discussion D. George moved, seconded by K. Kaluf to adjourn the meeting at 6:55 PM.



Mark Heinig, Secretary Pro-Tem



Attest: J. Melton, President

If you wish to address the Library Board during the meeting....

The Jasper County Public Library Board of Trustees welcomes you to this meeting. We conduct our meetings in compliance with the state Open Doors Law. Our board meetings are open for public observation. We are *not* required to allow the public to speak at meetings.

However, as we value the ideas and insights of our constituents, we allow 15 minutes of each meeting for a public forum. If you wish to speak to this board during the "forum" section of our agenda, please complete the form below and hand it to a board member before the meeting.

Only persons who have completed the form and returned it to the Director or a board member prior to the convening of the meeting will be allowed to speak.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

We will not respond at this meeting to your questions, requests for information or requests for action. We will note your request and respond at a later time after board members have sufficient time to consider and deliberate about the issue.

During other portions of the board meeting, please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open forum.

Thanks for helping us conduct an open and orderly meeting.

Request to speak to the JCPL Board during the forum

This form must be completed and returned to the Director or a board member before the meeting if you wish to speak to the JCPL Board during the "forum" section of the meeting agenda. The forum will be conducted according to the format explained above.

Your name: Kyle Eenigenburg

Group/organization you represent, if any: Boy Scout Troop 157, DeMotte

Subject about which you will speak: Eagle Scout Project

CIRCULATION BY HOLDINGS CODE
February 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	21	1	1	23
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	28	3	3	34
Blu-Ray (DBR)	143	2	3	148
Books on CD (DBKCD)	136	7	7	150
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	123	2	0	125
Digital Audiobooks (DDA)	18	0	0	18
DVD (DDVD)	1304	47	33	1384
Equipment (DEQP)	37	0	0	37
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	2	0	0	2
Fiction (DFIC)	504	15	10	529
Fiction Fantasy (DFICF)	4	1	0	5
Fiction Mystery (DFICM)	70	6	0	76
Fiction New (DFICNEW)	456	10	17	483
Fiction Science Fiction (DFICSF)	15	0	0	15
Fiction Western (DFICW)	7	1	0	8
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	54	1	0	55
Hanging Bags (DHANG)	12	0	0	12
ILL (DILL)	24	0	0	24
Internet (DINTER)	654	0	0	654
Juv. Audio book (DJAUDB)	19	0	0	19
Juv. Biography (DJBIO)	20	6	2	28
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	31	0	0	31
Juvenile Easy (DJE)	760	8	2	770
Juv. Easy Non-fiction (DJENF)	49	1	0	50
Juv. Easy Reader (DJER)	234	4	0	238
Juv. Fiction (DJFIC)	426	8	7	441
Juv. Holiday books (DJHOL)	39	4	0	43
Juv. Magazine (DJMAG)	19	0	0	19
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	209	6	3	218
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	138	1	2	141

Large Print Fiction (DLPF)	197	25	2	224
Large Print Nonfic (DLPNF)	16	2	0	18
Magazine (DMAG)	440	0	4	444
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	10	0	0	10
Nonfiction 100 (DNF100)	10	1	0	11
Nonfiction 200 (DNF200)	47	0	2	49
Nonfiction 300 (DNF300)	39	1	0	40
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	11	1	0	12
Nonfiction 600 (DNF600)	111	1	9	121
Nonfiction 700 (DNF700)	31	4	4	39
Nonfiction 800 (DNF800)	12	0	0	12
Nonfiction 900 (DNF900)	43	4	0	47
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	43	0	0	43
Nonfiction (DNFIC)	4	0	0	4
Nonfiction New (DNFNEW)	103	2	4	109
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	3	0	0	3
SRCS (SRCS) DeMotte	0	0	3	3
SRCS (From other libraries ILL-SR	0	66	0	66
SRCS (SRCSW) Wheatfield	0	0	13	13
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	61	9	1	71
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	9	0	0	9
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	0	0	3
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	29	0	32
Blu-Ray (RBR)	2	475	5	482
Books on CD (RBKCD)	3	81	3	87
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	8	125	1	134
Digital Audiobooks (RDA)	1	16	0	17
DVD (RDVD)	27	2958	40	3025
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	1	0	1
Fiction (RFIC)	26	468	11	505
Fiction New (RFICNEW)	11	338	10	359
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	4	0	4
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	133	0	135
Hanging Bag (RHANG)	0	10	0	10
ILL (RILL)	1	45	0	46
Internet (RINTER)	0	1125	0	1125
Juv. Audio book (RJAUDB)	0	31	0	31
Juv. Biography (RJBIO)	4	20	0	24
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	30	0	30
Juvenile Easy (RJE)	6	527	6	539
Juv. Easy Non-fiction (RJENF)	0	18	0	18
Juv. Easy Reader (RJER)	7	362	0	369
Juv. Fiction (RJFIC)	10	469	1	480
Juv. Magazine (RJMAG)	0	16	0	16
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	11	300	2	313
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	2	0	2
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	106	3	109
Large Print Fiction (RLPF)	20	211	4	235
Large Print Nonfic (RLPNF)	0	10	0	10
Magazine (RMAG)	0	332	1	333
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	13	0	13
Non-Fiction 100 (RNF100)	2	18	0	20
Non-Fiction 200 (RNF200)	3	13	0	16
Non-Fiction 300 (RNF300)	12	52	2	66
Non-Fiction 400 (RNF400)	0	7	0	7
Non-Fiction 500 (RNF500)	0	17	0	17
Non-Fiction 600 (RNF600)	14	134	3	151
Non-Fiction 700 (RNF700)	5	70	2	77
Non-Fiction 800 (RNF800)	0	7	0	7
Non-Fiction 900 (RNF900)	1	45	0	46
Nonfiction Blu-Ray (RNFBR)	0	9	0	9
Nonfiction DVD (RNFDVD)	0	146	0	146
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	17	130	7	154
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	2	0	2
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	1	7	0	8
Software (RSWAR)	0	16	0	16
SRCS (SRCS) DeMotte	27	5	0	32

SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	4	2	0	6
Vertical File (RVF)	0	4	0	4
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	0	4	1	5
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	6	89	1	96
YA Music CD (RYACD)	0	46	0	46
YA Nonfiction (RYANF)	0	6	0	6
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	1	10	12
Blu-Ray (WBR)	2	1	190	193
Books on CD (WBKCD)	12	9	118	139
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	1	86	88
Digital Audiobooks (WDA)	2	0	15	17
DVD (WDVD)	16	28	1395	1439
Equipment (WEQP)	0	0	32	32
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	1	1
Fiction (WFIC)	18	13	236	267
Fiction Fantasy (WFICF)	0	0	2	2
Fiction Mystery (WFICM)	1	3	80	84
Fiction New (WFICNEW)	21	7	183	211
Fiction Science Fiction (WFICSF)	0	0	48	48
Fiction Western (WFICW)	0	1	8	9
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	27	27
Hanging Bags (WHANG)	0	0	7	7
ILL (WILL)	0	0	20	20
Internet (WINTER)	0	0	407	407
Juv. Audio book (WJAUSB)	0	0	14	14
Juv. Biography (WJBIO)	0	0	32	32
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	16	16
Juvenile Easy (WJE)	29	7	428	464
Juv. Easy Non-fiction (WJENF)	0	4	31	35
Juv. Easy Reader (WJER)	6	2	298	306
Juv. Fiction (WJFIC)	21	17	249	287
Juv. Magazine (WJMAG)	1	0	29	30
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	10	6	189	205
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	5	2	200	207
Large Print Fiction (WLFP)	6	15	113	134
Large Print Nonfic (WLPNF)	1	0	16	17

Magazine (WMAG)	1	3	327	331
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	2	1	13	16
Non-Fiction 200 (WNF200)	1	0	7	8
Non-Fiction 300 (WNF300)	4	1	23	28
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	0	6	7
Non-Fiction 600 (WNF600)	4	4	40	48
Non-Fiction 700 (WNF700)	1	3	14	18
Non-Fiction 800 (WNF800)	1	0	0	1
Non-Fiction 900 (WNF900)	1	3	16	20
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	0	73	73
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	5	3	59	67
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	1	1
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	5	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	9	9	115	133
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	3	3
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7183	9490	5426	22099

CIRCULATION BY HOLDINGS CODE
February 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	21	1	1	23
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	32	33	13	78

Blu-Ray (BR)	147	487	198	832
Books on CD (BKCD)	151	97	128	376
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	132	128	87	347
Digital Audiobooks (DA)	21	16	15	52
DVD (DVD)	1347	3033	1468	5848
Equipment (EQP)	37	6	32	75
See librarian (ERR)	0	0	0	0
Express Book (EXP)	2	1	1	4
Fiction (FIC)	548	496	257	1301
Fiction Fantasy (FICF)	4	1	2	7
Fiction Mystery (FICM)	71	9	80	160
Fiction New (FICNEW)	488	355	210	1053
Fiction Science Fiction (FICSF)	15	0	48	63
Fiction Western (FICW)	7	2	8	17
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	4	0	4
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	56	134	27	217
Hanging Bags (HANG)	12	10	7	29
ILL (ILL)	25	45	20	90
Internet (INTR)	654	1125	407	2186
Juv. Audio book (JAUDB)	19	31	14	64
Juv. Biography (JBIO)	24	26	34	84
Juv. Book on CD (JBKD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	31	30	16	77
Juvenile Easy (JE)	795	542	436	1773
Juv. Easy Non-Fiction (JENF)	49	23	31	103
Juv. Easy Reader (JER)	247	368	298	913
Juv. Fiction (JFIC)	457	494	257	1208
Juv. Holiday (JHOL)	39	4	0	43
Juv. Magazine (JMAG)	20	16	29	65
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	230	312	194	736
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	2	0	2
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	143	109	205	457
Large Print Fiction (LPF)	223	251	119	593
Large Print Nonfic (LPNF)	17	12	16	45
Magazine (MAG)	441	335	332	1108
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	10	13	4	27
Non-Fiction 100 (NF100)	14	20	13	47
Non-Fiction 200 (NF200)	51	13	9	73
Non-Fiction 300 (NF300)	55	54	25	134
Non-Fiction 400 (NF400)	3	7	0	10
Non-Fiction 500 (NF500)	12	18	6	36
Non-Fiction 600 (NF600)	129	139	52	320
Non-Fiction 700 (NF700)	37	77	20	134
Non-Fiction 800 (NF800)	13	7	0	20
Non-Fiction 900 (NF900)	45	52	16	113
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	43	146	73	262
Nonfiction (NFIC)	4	0	1	5
Nonfiction New (NFNEW)	125	135	70	330
Nonfiction VHS (NFVH)	0	0	1	1
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	0	4	0	4
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	76	103	60	239
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	12	7	1	20
Software (SWAR)	3	16	0	19
SRCS (SRCS) DeMotte	27	5	3	35
SRCS (From other libraries III-SRC	0	66	0	66
SRCS (SRCSW) Wheatfield	4	2	13	19
Vertical File (VF)	0	4	0	4
VHS	0	0	0	0
YA Audio book (YAADB)	1	4	1	6
YA Biography (YAB)	1	1	0	2
YA Books on CD (YABKCD)	0	0	5	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	76	107	117	300
YA Music CD (YACD)	0	46	0	46
YA Nonfiction (YANF)	9	6	3	18
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	0	0	3
				0
Free reads	231	190	98	519
Games/Puzzles	1	36	0	37
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7491	9817	5581	22889

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1592	1305	823	3720
Nonfiction	661	740	326	1727
CHILDREN'S BOOKS				
Fiction	1663	1514	1197	4374
Nonfiction	342	367	259	968
YA BOOKS				
Fiction	132	241	144	517
Nonfiction	10	7	3	20
Magazines, Adult	441	339	332	1112
Magazines, Children	20	16	29	65
Sound Recordings, adult	305	245	236	786
Sound Recordings, ch	62	117	37	216
Online databases	0	0	0	0
Software	3	16	0	19

SRCS	31	73	16	120
Vertical file	0	4	0	4
VHS/DVD/Blu-Ray	1537	3666	1740	6943
Equipment	37	6	32	75
Total	6836	8656	5174	20666
A-V Circulation	1907	4044	2013	7964
A-V Circulation as % of total	27.9%	46.7%	38.9%	38.5%

February 2017

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

[illegible]

WHEATFIELD

59,095

12.6%

% change

3.7%

2.4%



DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
22,325	22,437	15,596	15,659	15,913	ADULT BOOKS
18,204	18,290	20,205	20,235	9,500	15,813 Fiction
					9,537 Nonfiction
					CHILDREN'S BKS
16,139	16,139	13,549	13,549	12,808	12,808 Fiction
8,643	8,705	6,759	6,874	6,446	6,553 Nonfiction
					YA BOOKS
2,428	2,428	3,119	3,119	3,008	3,008 Fiction
541	556	423	385	184	202 Nonfiction
					2 Magazines,Adult
					0 Magazines, Child
0	0		0	0	0 Games, Toys
3,886	3,886	82	82	4,433	4,433 Sound Rec/Adult
702	724	4,292	4,319	955	989 Sound Rec/Child
18	20	610	619	7	8 Online Databases
209	209	17	17	-11	-11 Software
					SRCS
-60	-60	169		4	Vertical Files
5,509	5,579	9,231	9,311	5,647	5,696 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
78,662	79,031	74,194	74,311	58,951	59,095 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

February 2017

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	206	45	154	33	248	54	608	132
LOCAL HISTORY								
In person	5	1	5	1	0	0	10	3
Letters written	5	5	3	3	0	0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	654	27	1125	47	407	17	2186	91
Internet use-Wireless	2044		2800		756		5600	
Computer software used	106	9	171	14	35	3	312	26
VCR Use	0	0	0	0	1	0	1	0
Microforms	8	1	15	2	0	0	23	3
CD ROM/Online databases	112	9	101	8	80	7	293	24
Public FAX24	18		23		17		58	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	25	8	0	0	26	9
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	4		7		3		14	
Outreach activities	47	47	19	13	0	0	66	44
Notarized documents	5	1	9	2	1	0	15	4
Meeting Room Use (no. of group)	44	15	51	17	46	15	141	47
Study room use	60	5	53	4	25	2	138	12
Proctoring	0	0	2	1	0	0	2	1
Tax Forms distributed	15	0	10	0	16	0	41	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1657	
IN-HOUSE USE ITEMS	55		199		104		358	
SELF-CHECKOUT USE	187		751		285		1223	
INTERLIBRARY LOANS								
Requests made for:	32	8	63	16	44	11	139	35
Items rec'd for:	76	38	101	51	59	30	236	118
Items requested by other libraries	14		38		11		63	
Items supplied to other libraries	14	7	38	19	11	6	63	32

REGISTRATIONS

Total Borrowers	7847	11621	4979	24447
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	311	507	140	958
Number of New Patrons Added	31	41	21	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	8	48	6	36	12	72	26	156
Number attending	91		58		241		390	
YA Programs (14-17)	0	0	1	6	2	12	3	18
Number attending	0		1		11		12	
Adult Programs	3	18	6	36	6	36	15	90
Number attending	72		37		40		149	
Senior Citizen Programs	9	54	2	12	3	18	14	84
Number attending	53		20		23		96	
Total Number of Programs	21	126	17	102	23	138	61	366
Total Persons Attending	216		116		315		647	
Total Attending Same Month Last Yr.	323		320		288		931	
Total Staff Hours Spent		345		342		282	970	954
Total Number of In-House Program	17		16		18		51	
Total Attendance	149		101		157		407	
Total Number of Outreach Program	4		1		5		10	
Total Attendance	67		15		158		240	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4786	70.8%	5993	69.8%	3260	63.7%	14039	68.6%
Corporate	10	0.1%	22	0.3%	0	0.0%	32	0.2%
Juvenile 0-11	95	1.4%	106	1.2%	3	0.1%	204	1.0%
Juvenile-AV	469	6.9%	1092	12.7%	859	16.8%	2420	11.8%
Nonresident No Fee	0	0.0%	0	0.0%	10	0.2%	10	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	192	2.8%	166	1.9%	156	3.0%	514	2.5%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	68	1.0%	94	1.1%	2	0.0%	164	0.8%
Reciprocal YA	0	0.0%	9	0.1%	3	0.1%	12	0.1%
Reciprocal YA AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
School	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School AV	0	0.0%	7	0.1%	0	0.0%	7	0.0%
St. Joseph College	0	0.0%	3	0.0%	0	0.0%	3	0.0%
SRCS	0	0.0%	60	0.7%	0	0.0%	60	0.3%
Staff	908	13.4%	678	7.9%	668	13.1%	2254	11.0%
Walking books	91	1.3%	120	1.4%	20	0.4%	231	1.1%
YA 12-17	12	0.2%	6	0.1%	3	0.1%	21	2.4%
YA-AV	130	1.9%	228	2.7%	133	2.6%	491	2.4%
Total	6761		8591		5117		20469	
All items borrowed by nonresidents	260	3.8%	286	3.3%	171	3.3%	717	3.5%

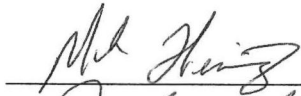
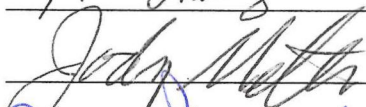
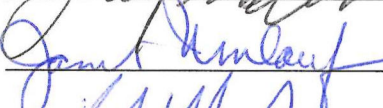
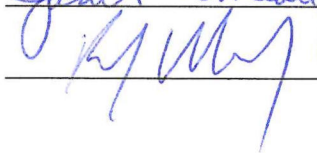
Salary Ordinance 2017
Updated 3/13/17

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Tonya Carty	Janitor	\$11.76	2/21/17	15	R
Sheree Belt	Children's Specialist	\$15.85	4/3/17	35	D

We have hired Tonya Carty as Janitor at Rensselaer Library, replacing Robyn Zickmund, who no longer works for the library.

We have promoted Sheree Belt to Children's Specialist at DeMotte Library, replacing Rachel Wilkinson who no longer works for the library. Sheree currently serves as a Clerk at Wheatfield Library and will start her new role on 4/3/17.

We have examined and approved the changes to the 2017 Jasper County Public Library Salary Ordinance. Dated 3/13/17.

	_____
	_____
	_____
	_____

FMLA/MILITARY LEAVE POLICY

LEAVES OF ABSENCE

Employees may not engage in other work while on leave (other than military or vacation leave), nor may they take part in non-work-related activities that are inconsistent with their qualifying stated or documented reasons for any type of ~~medical and/or FMLA or personal~~ leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline up to and including discharge.

A. Personal Leave Of Absence

At its discretion the Library may grant an unpaid personal leave of absence upon an employee's written request to the Director after the employee has used all earned vacation. A request for a leave of absence must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for **urgent** and **exceptional** circumstances, and when the leave is appropriate based on Library workload, staffing, and other factors affecting feasibility of the leave. Personal leave cannot be used to extend an FMLA or a medical leave of absence. Personal leaves of absence will be granted in one-week increments and will not typically exceed 4 weeks during a rolling 12-month period. A "rolling" 12-month period is measured backward for each employee from the date he uses personal leave. **Note:** At its discretion, the Library may grant unpaid days off for part-time employees.

At the Library's discretion, upon written request to the Director made at least three working days before the expiration of the initial approved personal leave, a personal leave may be extended, but not beyond 6 weeks in a rolling 12-month period.

At the conclusion of a personal leave of absence, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, but the Library may reassign you based on its then current business and personnel needs. Failure to return to work at the end of a personal leave or the unavailability of a position caused by the elimination of your position or a layoff will result in the administrative termination of your employment.

B. Medical Leave Of Absence For Non-FMLA-Eligible Employees

If you are unable to work because of illness or injury (work-related or non-work-related) of more than five consecutive work days, you will be placed on a leave of absence. Absences due to illness or injury of five consecutive work days or less will be addressed under the attendance and paid time off policies.

For employees who have been employed continuously for 12 continuous weeks to one year, or are regularly scheduled to work fewer than 1,250 hours annually and, thus, typically are not FMLA eligible, medical leave may be renewed for successive periods up to a maximum of 4 weeks during a "rolling" 12-month period. This leave must be used in full-day increments. A "rolling" 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than 12 continuous weeks, medical leave will be granted only in the following circumstances:

(1) The employee is a qualified individual with a disability and granting a reasonable extended leave would be an accommodation that would not cause the Library undue hardship.

(2) The employee will be granted up to six weeks of medical leave for maternity purposes.

(3) The employee will be granted one period of medical leave for an absence of between six and ten consecutive work days. Any medical leave granted during the first 12 weeks of employment will be treated as part of the 4 weeks of medical leave available to employees during their first year of employment.

Medical Documentation

To be granted a medical leave, you must provide Human Resources appropriate medical documentation confirming that you are medically unable to work and estimating the length of the absence. You may be (a) asked the status of any medical condition, (b) required to provide medical evidence from your health care provider or from a health care provider of the Library's choice concerning any medical condition, (c) denied a request for medical leave or a request for renewal if it determines, from the medical evidence, that you are able to perform your work, and (d) placed or continued on medical leave if the Library determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation. If you are granted a medical leave, you must use all available paid time off concurrently with the leave.

Expiration Of Leave

You must notify Human Resources at least five working days prior to the expiration of a medical leave whether you will return to work or whether you need a renewed medical leave. In either case, you must provide documentation from your health care provider confirming your ability to return to work or the basis for the need for a renewed medical leave. Failure to provide at least five days' notice may cause a delay in your return to work.

Conclusion Of Leave

At the conclusion of a medical leave of 4 weeks or less, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library may reassign or change your position based on its then current business and personnel needs, and the availability of any accommodation that would not cause undue hardship on its operation. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. If you are not released to return to work and have exhausted all available leave time, your employment will be administratively terminated at that time.

C. Family And Medical Leave Policy

The Library provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in the workplace and attached at the end of this policy.

Note: This policy is not meant to address and cannot possibly address every potential situation that may implicate the FMLA. It does, however, set forth the procedures and requirements generally applicable to FMLA leave requests. In certain circumstances, the law requires the Library to designate absences as FMLA leave even when the employee does not request FMLA leave, and the Library will comply with its legal obligations in those and all other situations.

Eligibility

To be "eligible," an employee must have worked for the Library as of the date the requested leave is to begin:

for at least 12 months and

for at least 1,250 hours during the previous 12 months.

Reasons For Leave

FMLA leave may be requested for the following reasons:

Parenting Leave. This leave can be taken to care for a new son or daughter, including by birth or by adoption or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement, and this leave cannot be taken intermittently or on a reduced schedule;

Family Medical Leave. This leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, son or daughter, or parent;

Employee Medical Leave. This leave can be taken for the employee's own "serious health condition" if the condition renders the employee unable to perform his job functions;

Military Family Exigency Leave. This leave can be taken by an employee because of a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include things such as making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the Covered Military Member with alternative child care

arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, and assisting the Covered Military Member with certain financial and legal arrangements related to active duty or the call to active duty; attending counseling arising from covered active duty or the call to covered active duty, spending time with the military member who is on short-term, temporary rest and recuperation leave, and caring for a military member's parent when the parent is incapable of self-care; or

Covered Servicemember Leave. An employee may take this leave to care for the employee's spouse, son or daughter, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred or aggravated in the line of duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward for each employee from the date he uses FMLA leave other than Covered Servicemember Leave.

For Covered Servicemember Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Covered Servicemember Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Covered Servicemember Leave.

When a husband and wife are both eligible employees of the Library, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Covered Servicemember Leave.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. However, if an employee (a) also has available paid time off and (b) the employee's leave request meets the requirements of that paid time off program, the employee will be required to use all available paid time off concurrent with FMLA leave. The Library will apply paid time off during FMLA leave in accordance with the following chart:

<u>TYPES OF PAID TIME OFF</u>	<u>APPLIED DURING</u>				
	<u>Parenting Leave</u>	<u>Family Medical Leave</u>	<u>Employee Medical Leave</u>	<u>Exigency Leave</u>	<u>Covered Service Member Leave</u>
(1) Sick Pay	Yes	Yes	Yes	No	Yes
(2) 4) Vacation	Yes	Yes	Yes	Yes	Yes

Employees will not be required to use available paid time off when receiving worker's compensation benefits. However, where disability or workers' compensation benefits
170d

provide replacement income that is less than the employee's full salary, employees may elect to use available paid time off to supplement such benefits with a written request to the Human Resources Department. FMLA will run concurrently with worker's compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

Intermittent or Reduced Schedule Leave

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one-quarter hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

An employee is not entitled to take leave intermittently or on a reduced schedule for Parenting Leave.

For Family Medical, Employee Medical, or Covered Servicemember Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt the Library's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Library may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must request FMLA leave at least 30 days before the date FMLA leave is to begin by contacting Human Resources (except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable. In that case the employee must give notice as soon as practicable after the employee is aware that he needs to take FMLA leave).

If an employee requests Family Medical, Employee Medical, or Covered Servicemember Leave, the employee must submit a medical certification from the employee's or family member's health care provider within 15 days after the Library delivers the written request for medical certification for FMLA leave. The certification must also notify the Library of the reasons why the intermittent or reduced schedule leave is medically necessary and of the schedule for treatment if applicable. Employees requesting Military Family Exigency Leave must also submit certification of the qualifying exigency within 15 days after the Library's written request.

If an employee fails to give 30 days' notice for a foreseeable leave with no

reasonable excuse for the delay, the Library may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, the Library may require an employee to obtain a second opinion from a provider of the Library's choice and at its expense. In some cases, the Library may require, at the Library's expense, a third opinion from a provider selected jointly by the employee and the Library.

During FMLA leave, an employee may be required to report periodically on his status and intent to return to work.

Employees on a Family or Employee Medical Leave may also be required to submit to the Library medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present to the Library certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work and employment may be administratively terminated if the certification is not promptly provided.

Continuation of Benefits

As a general rule, FMLA leave is unpaid. The Library, however, will maintain an employee's coverage under the Library's group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

The Library's obligation to continue group health ~~and group life~~ coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, the Library will restore regular coverage if the employee returns to work.

The Library will also maintain an employee's life insurance coverage if desired during leave if the employee pays the full monthly premium (including the Library's share of the premium) during that period. The employee's premium payment is due on the same date as the premium payment for health coverage.

To continue or discontinue any AFLAC, PERF, and Deferred Comp Plan benefits, the employee must make arrangements with the Business Office prior to or immediately after going on leave.

Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

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Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the Library. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The Library will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after FMLA leave expires, the Library may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The Library will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to Covered Servicemember Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of his the serious health condition or serious illness/injury. The employee must provide the certification within 30 days from the date the Library requests it. If the employee does not provide the certification in a timely manner, the Library may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

At the exhaustion of FMLA leave time, if an employee is unable to return to work, employment will be administratively terminated unless (1) an evaluation of the employee's circumstances indicates that the employee is a qualified individual with a disability for whom a reasonable extension of leave would be an accommodation, and the Library can provide that accommodation without causing an undue hardship on its operation; or (2) the employee is eligible for additional sick days under the Library's policy; in that case, with proper medical certification, leave will be extended for up to the number of sick days available but not for parenting or exigency leave. However, if your leave is extended in this regard, you are not assured of returning to the same or equivalent job. Instead, upon your release to return to work, you will be returned to an available position for which you are qualified; if there is no available position for which you are qualified, your employment will be administratively terminated at that time.

Selected Definitions

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in the place of the employee's parent when the employee was a Son or Daughter (see definition of "Son or Daughter" below). The term "Parent" does not typically include parents "in law" or "grandparents."

"Son or Daughter/Child" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child for whom the employee stands in the place of a parent, who is either (1) under age 18 or (2) age 18 or older and incapable of self-care because of a mental or physical disability at the time that FML is to commence. (This definition does not apply to Covered Servicemember Leave or Military Family Exigency Leave.)

"Son or Daughter/Child of a Covered Servicemember" means a Covered Servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom the Covered Servicemember stood in the place of his parent, who is of any age. (This definition only applies to Covered Servicemember Leave.)

"Son or Daughter/Child on covered active duty" means (1) the employee's biological, adopted or foster child, stepchild, legal ward, or a child for whom the employee stood in the place of the parent when the child was under 18, (2) who is on or called to covered active duty, and (3) who is of any age. (This definition only applies to Military Family Exigency Leave.)

"Covered Active Duty" or "Call To Active Duty Status" means, in the case of a member of the regular Armed Forces, duty during deployment to a foreign country. In the case of a member of a reserve component of the Armed Forces, covered active duty means duty during deployment to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C § 101(a)(13)(B) ~~in support of a contingency operation under qualifying provision of law.~~

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the military's temporary disability retired list for a serious illness or injury. Covered Servicemember also means a veteran who (1) is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and (2) was a member of the Armed Forces (including a member of the National Guard or Reserves) and was released or discharged, other than dishonorably, at any time during the 5-year period before the first date the eligible employee takes Covered Servicemember Leave.

"Serious Illness or Injury" with respect to a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred or aggravated in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating. With respect to a Covered Servicemember who is a veteran, Serious Illness or Injury means a qualifying illness or injury (as defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran and is (1) a continuation of a serious injury or illness incurred or aggravated when the veteran was a member of the Armed Forces and rendered him unable to perform the duties of his office, grade, rank, or rating; (2) a physical or mental condition for which the veteran has a VA Service Related Disability Rating of 50% or greater; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or hold gainful employment because of disability related to military service; or (4) an injury (including a psychological injury) for which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

"Outpatient Status" with respect to a Covered Servicemember who is a current member of the Armed Forces means the status of a member of the Armed Forces assigned to a military

medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Veteran” is defined by 38 U. S. C. § 101.

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EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintroduction briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1470 - Revised February 2013

D. Military Family Leave Policy

Indiana's Military Family Leave Act provides leave to eligible family members of individuals on active duty in the U.S. Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

Eligibility

Eligible employees include the following relatives of the individual on active duty:

- spouse;
- biological or adoptive parent;
- court-appointed guardian or custodian;
- biological grandparent;
- sibling (by blood or adoption); or
- child (by blood or adoption).

To be eligible for Military Family Leave, an employee

- must have been employed by the Library for at least 12 months and
- must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

Leave Entitlement

Eligible employees may take up to 10 days off work per year as Military Family Leave. Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date he uses Military Family Leave. Leave can be taken during:

- the 30 days before active duty orders are in effect;
- during a leave provided to the one on active duty while the active duty orders are in effect; and
- the 30 days after the termination of the active duty orders.

Notification Requirements

Employees must provide a written request for Military Family Leave to Human Resources and provide a copy of active duty orders, if available, before taking leave. This request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to begin.

Pay During Leave

Military Family Leave is unpaid, but employees may use vacation days during this leave upon request.

Continuation Of Benefits

The Library will maintain an employee's coverage under its Health and Life Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period.

Job Restoration/No Retaliation

Upon return from this leave, employees will generally be restored to their position. No action will be taken against an employee because of the use of this leave. If, during the leave, a layoff or other event occurs that would have changed, or even eliminated, your job had you not taken leave, you will have no greater rights than if he had been continuously employed during the leave.

E. Military Leave

The Library will comply with all applicable laws regarding military leaves of absence. You may elect to use vacation during military service.

5/09; revised 3/17

Microfilm Reader/Scanner/Printer Policy

Only persons in 9th grade or older may use the reader/scanner/printers independently. Younger persons must have assistance with the usage of the machine. If a parent or staff member is not available to assist, patrons not yet in 9th grade will not be permitted to use the machine. Loss or damage to the reader/scanner/printer or to microforms due to abusive handling will be paid for by the user.

Print copies are 10 cents per page.

Availability of the reader/scanner/printer is on a first come, first served basis, with a two hour limit. If no one is waiting, patron may continue use.

Library staff has the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the reader/scanner/printer.

5/96; revised 3/15; reviewed 3/17

LCD (Digital) Projector Policy

1. Groups which have reserved JCPL's meeting rooms may use the library's LCD (Digital) projector at no cost.
2. The LCD (Digital) Projector may be used in any of the meeting rooms of the DeMotte, Wheatfield, or Rensselaer libraries.
3. The designated LCD (Digital) projector that is housed at Rensselaer may also be rented for use outside the library, with a deposit of \$100 and a \$10.00 fee per day. The \$100 deposit will be refunded as soon as staff determine that all pieces have been returned and the equipment is not damaged.
4. As with all library equipment, the person renting the equipment must be at least 18 years old, a JCPL cardholder in good standing and must sign an agreement to pay for any damage to the equipment incurred during the time it is out of the library's possession.
5. The LCD (Digital) Projector will be reserved on a first come first served basis. It may be borrowed for a period of 24 hours only unless special arrangements have been made through the Outlook Equipment schedulers.
6. Individuals using the projector must provide their own laptop or desktop computer. **Not all computers are compatible with the LCD (Digital) projector.**
7. Individuals using the projector must know how to use the equipment. If they do not, they will be required to make an appointment with staff prior to day of use for minimal training. It is also advisable for presenters to arrive early to check their equipment and the set-up before their presentation begins.
8. Projector users are responsible for repair or replacement costs of any projector component beyond normal wear.

2/2000; revised 1/13; reviewed 3/17



**INTERLOCAL CONTRACT
FOR COOPERATIVE PURCHASING**

IEC **17 - 5894**
No.: _____
Permanent Number assigned by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and * Jasper County
Public Library, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at * 208 W Susan Street, Rensselaer, IN 47978

WITNESSETH

WHEREAS, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on * 03/13/2017 (Date), and that it desires to contract with H-GAC on the terms set forth below;

NOW, THEREFORE, H-GAC and the End User do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

ARTICLE 2: APPLICABLE LAWS

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

ARTICLE 3: WHOLE AGREEMENT

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 4: PERFORMANCE PERIOD

The period of this Contract shall be for the balance of the fiscal year of the End User, which began * 01/01/2017 and ends * 12/31/2017. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

ARTICLE 5: SCOPE OF SERVICES

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

(over)

ARTICLE 6: PAYMENTS

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

ARTICLE 7: CHANGES AND AMENDMENTS

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

ARTICLE 8: TERMINATION PROCEDURES

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 10: FORCE MAJEURE

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 11: VENUE

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

THIS INSTRUMENT HAS BEEN EXECUTED IN TWO ORIGINALS BY THE PARTIES HERETO AS FOLLOWS:

*** Jasper County Public Library**

Name of End User (local government, agency, or non-profit corporation)

*** 208 W Susan Street**

Mailing Address

*** Rensselaer, IN 47978**

City

State

ZIP Code

***By:**

Signature of chief elected or appointed official

*** Jody Melton, President of Library Board 03/13/2017**

Typed Name & Title of Signatory

Date

Houston-Galveston Area Council

3555 Timmons Lane, Suite 120, Houston, TX 77027

By:

Executive Director

Attest:

Manager

Date:

**Denotes required fields*

rev. 03/11

Director's Report February 2017

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Three policies are up for review in March: Microfilm Reader/Printer Policy, FMLA/Military Leave Policy, and LCD (Digital) Projector Policy. No revisions are recommended for the Microfilm Reader/Printer Policy or the LCD (Digital) Projector Policy. Our employment law attorney reviewed our FMLA/Military Leave Policy and recommends a few revisions. Please see R 10. **If you approve the Consent Agenda, you will approve revising the FMLA/Military Leave Policy as presented.**

General Business

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian: Linda Poortenga and Janice Wilma will present their Annual Impact Reports at the March Board meeting, reporting on adult and youth services.

Purchase Option on Real Estate - We have received the signed Option Agreement from Jeffrey & Kathryn DeVries. A board vote is required to proceed with the Option Agreement.

Interlocal Agreement – HGACBuy – Last month you approved our adding Hot Spot Checkout to our Library Services. When we contacted Sprint to set up the service we learned that there is an Interlocal Agreement that needs board authorization. A board vote is required.

Director's Report:

On Friday, March 3, 2017 I attended a community conversation to discuss community needs and resources in light of St. Joseph's College recent announcement regarding their suspension of operations at the conclusion of this academic school year. At the meeting we received a short report about the college's status and then broke into small groups to discuss who in our community will be affected and to name recognized community needs. At the conclusion of the meeting we determined that we wish to continue the conversation by convening three small groups - a Government/Public Sector group, a Community group, and a Small Business group to bring others up to

speed on the situation, discuss possible impacts, and consider ways to adapt. I volunteered to co-chair the Community Group with Bryan Overstreet from the Extension Office. We have scheduled a meeting for Thursday, March 23, 2017 at 9am CT at the Jasper County Extension Office, inviting 14 individuals to participate. At the meeting we will consider the following: How will the suspension affect the community at large (schools, housing, culture, etc.)? How can we engage the public effectively to adapt to this change?

I will be attending Library Day at the Statehouse on Tuesday, March 14. I will join with other Indiana librarians to advocate for Indiana libraries, network with colleagues, and celebrate 125 years of ILF. At 1:30pm I have an appointment to meet with Senator Hershman along with Kelly Curry, Delphi Public Library Director. I look forward to this day and the opportunity to raise the profile of libraries among policy makers.

We have been invited to present at the Indiana Library Federation District 2 Conference on Digital Access Cards. The conference will be May 5 at the Peru Public Library, and Becky Amalong and I will co-present along with staff from the Delphi Public Library who also provide Digital Access Cards in their community. We look forward to sharing our story and process with our colleagues.

Rayann and I viewed an On Local Government presentation by Larry DeBoer from Purdue's Department of Agricultural Economics in March. He discussed Indiana's revenue forecast, the proposed biennial budget, and a few bills with an impact on local government finance. He shared a fairly optimistic revenue forecast, sharing that Indiana is projecting greater economic growth than the US. State budget discussions will focus heavily on road funding. Rayann and I find these presentations valuable, including the Q & A at the end.

Since our last Long Range Plan/Technology Plan Update we have completed the following: added Hotspot lending to services; removed typewriter use from our list of services; considered adding Twitter to our Social Media outlets; discussed which TLC circulation version(s) to use in light of news that the functions we need in the newer versions won't be available for at least a year; purchased AWE PC for Rensselaer Children's area; provided each library an HDMI cable for use with the LCD projector; ordered bandwidth upgrades for all 3 libraries (20M @ DW and 60M at R); replaced old genealogy scanner with new at Rensselaer and staff received training; currently researching Playaway launch pads for children; met with Tim at SJC to discuss partnering on grant project and St. Joe closure; Systems Admin began digitizing documents to reduce reliance on paper; replaced old PCs with new; installed printer maintenance kit on DeMotte Circ printer; attended various webinars; various committees/workgroups have met (Digitization, Marketing, ASK, 10-Day Challenge); deselected items no longer needed in our collections; revised our newsletter layout/design; attended various meetings (Rotary, Chamber, Books to Bridge, etc.); rearranged teen/adult area in DeMotte; continued with Internal Control implementation; planned Maker Monday in collaboration with the KV Robotics Club at Wheatfield

Library; planned participation in Step Ahead Family Resource Day; proctored exams; implemented more generous lending policies for AV materials; did various radio spots to promote library services; continued to finesse our ILL services/SRCS; submitted 2017 program plans to Director; made plans for Summer Reading 2017; all required Admin reports for state agencies completed along with 1099s and W2s; sent a summary of Bicentennial programs to State Library; revised library business cards; met with books salesmen; cleaned out the Rensselaer Library attic.

System Administrator News

Sheila viewed two webinars in February - 7 Deadly Sins of Time Management and E-rate: What's new in 2017; she replaced several computers and the microfilm scanner at Rensselaer Library, training staff on scanner use. DeMotte will receive a new scanner this year, too. She continued troubleshooting with SofTrack to try to fix the intermittent VNC issue we've had since summer 2016 and began researching how best to set up post boosts on our Facebook page. We have budgeted monies for this in 2017 and will use Facebook Boosts to promote selected programs.

Technical Services News

Becky took part in a Marketing Committee meeting where this year's marketing products were chosen. Peggy and Becky met with Evie, Debbie, and Linda to adjust their Automatically Yours and Continuations lists. Peggy has been working hard to update the lists with Baker & Taylor, and get these new lists out to the branches. Peggy and the AV selectors went on an AV shopping trip, and Becky has established some order with these new materials. Becky participated in the Conflict Management Skills for Women workshop with Linda, Janice, and me.

DeMotte Library News

Debbie reports, "We wanted to try something new so we offered "one-on-one help with your devices" during the month. On certain days patrons could make a one hour appointment in advance with Kim. During the one-on-one (that met in the study room) the patron could get his/her questions answered about their particular device or problem. Kim helped patrons with Kindles and iPads, and several wanted to know how to use OverDrive on their devices. The one-on-one help classes ranged from getting e-mail set up on a patron's laptop to a beginner lesson to learn the basics of using the mouse. The one-on-one classes were a hit. We hope to develop this and some more of our ideas in this area in the future. Toddler Time was held for two sessions each Wednesday throughout February. During Magnificent Monday and the Afternoon Adventure Club the book Mr. Ferris and His Wheel was read and enjoyed. Many buildings/landmarks were mentioned in the story about the 1893 World's Fair. Karla found pictures of these buildings/landmarks on the internet and showed the participants so everyone could see their beauty. One mother was so impressed by the story; she informed us that she plans on purchasing the book for her own book collection."

Rensselaer Library News

Linda reports, "The building is doing well in this temperate winter weather! Dan is clearing out the attic, removing a lot of old metal pieces, tile, and grey baseboard, and taking to recycling or Iron and Metal. Sheila cleared out all of her expired boxes in the attic as we are working on streamlining that space. The winter has been so mild that we have tulip and daffodil stems in the mulch! The new Slim Jim recycling bins on trolleys have arrived for the staff lounge. Two chairs are on order to replace the broken couch in the staff lounge. We offered our regularly scheduled ongoing monthly programs. Our Adult Winter Read continues to be a hit. We had 194 people participate, and 963 slips were turned in."

Wheatfield Library News

Evie reports, "We had a number of programs offered to adults, including an Arm Knitting Program, Health Screenings, Book Discussion, Morning Movie, and computer classes (basic computer/internet, social media, Ancestry Library Edition, and Overdrive). We scheduled a Yoga instructor to offer basic stretching/yoga during Story Time sessions, and Carolynn also offered a Family Game Night, which was successful with over 20 participants. A couple of one-on-one computer trainings were provided as well. On top of all this, Carolynn is starting a new book club, geared to younger adults; this will begin next month, with meetings being held at Somethin's Brewin' in DeMotte. As always, Rachael and Nikki continued with some great children's programming. A six-week Story Time session for 3-5 year-olds began in February and runs through March, the After School Program for grades K-5 and a book discussion for grades 2-5 were offered, and Nikki held a Teen Book Discussion. A new program began, called Maker Monday; students from KVHS are visiting bimonthly to introduce participants to engineering-styled products. Students got to play with Little Bits and had a great time! Students also always enjoy Ms. Rachael's visits to Head Start and Wheatfield Elementary, which take place at the end of every month."

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT
February 28, 2017

	<u>Beginning 2017 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$690,256.72	\$182,599.75	\$338,621.34	\$92,625.84	\$158,957.88	\$510,593.26
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$350.43	\$428.78	\$970.00	\$4,464.06	\$18,336.63
DeMotte	\$3,743.26	\$155.42	\$155.42	\$450.00	\$2,765.00	\$6,352.84
Rensselaer	\$8,743.11	\$178.45	\$256.80	\$520.00	\$1,699.06	\$10,185.37
Wheatfield	\$1,814.98	\$16.56	\$16.56	\$0.00	\$0.00	\$1,798.42
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$13.91	\$29.81	\$181,384.16
Bond & Interest Redemption Fund	\$148,083.44	\$0.00	\$165,066.25	\$0.00	\$0.00	(\$16,982.81)
Rainy Day Fund	\$2,622,356.36	\$332.50	\$332.50	\$201.18	\$431.09	\$2,622,454.95
Includes Investments of:						
State Technology Fund Grant Fund	\$0.00	\$1,621.50	\$1,621.50	\$0.00	\$16,333.34	\$14,711.84
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$26,792.00	\$26,792.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$216.62	\$0.00	\$198.72	\$25.02	\$28.70	\$46.60
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,184.31	\$15,573.53	\$8,184.31	\$15,573.53	\$0.00
FICA Tax Collected	\$0.00	\$7,655.95	\$14,823.56	\$7,655.95	\$14,823.56	\$0.00
State Tax Collected	\$3,329.68	\$3,281.50	\$6,611.23	\$3,487.74	\$6,769.24	\$3,487.69
County Tax Collected	\$2,486.68	\$2,495.53	\$4,982.16	\$2,678.45	\$5,173.98	\$2,678.50
Deferred Comp.	\$0.00	\$1,990.00	\$3,980.00	\$1,990.00	\$3,980.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,596.79	\$7,001.11	\$3,591.02	\$6,999.28	\$62.56
Employee Life Insur.	\$0.36	\$181.35	\$363.70	\$180.34	\$363.68	\$0.34
Employee INPRS	\$0.00	\$3,136.35	\$6,108.67	\$3,136.35	\$6,108.67	\$0.00
Garnishments	\$0.00	\$160.34	\$240.51	\$160.34	\$240.51	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$242,378.30	\$592,745.56	\$124,900.45	\$240,277.33	\$3,349,952.64

Bank Balances**Jasper County Public Library****Report as of: 2/28/17****Bank**

1	Alliance Bank	\$3,349,682.64
2	Cash On Hand	\$270.00

Total all banks = \$3,349,952.64

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 2/1/17 To 2/28/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>1. Personal Services</i>								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$5,798.00	\$11,511.93	\$11,125.40	\$58,064.07	16.5
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$90,846.58	\$175,122.87	\$181,174.96	\$906,024.13	16.2
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$6,591.27	\$13,293.37	\$13,909.07	\$77,449.63	14.6
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,655.95	\$14,823.56	\$15,324.51	\$80,148.44	15.6
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$0.00	\$779.84	\$310.04	\$6,233.16	11.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$9,134.99	\$17,769.05	\$18,348.22	\$91,302.95	16.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$9,394.16	\$20,295.52	\$21,415.32	\$130,540.48	13.5
Subtotal	\$1,603,359.00		\$1,603,359.00	\$129,420.95	\$253,596.14	\$261,607.52	\$1,349,762.86	15.8
<i>2. Supplies</i>								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$1,022.47	\$1,022.47	\$1,513.94	\$7,477.53	12.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$511.36	\$761.90	\$755.73	\$5,738.10	11.7
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$555.17	\$569.44	\$786.59	\$7,430.56	7.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$188.04	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$68.22	\$400.00	0.0
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$22.96	\$22.96	\$94.91	\$977.04	2.3
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$1,374.87	\$1,374.87	\$1,323.05	\$14,125.13	8.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$3,486.83	\$3,751.64	\$4,730.48	\$38,298.36	8.9
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$190.00	\$7,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$52.64	\$624.64	\$575.50	\$25,939.36	2.4
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$0.00	\$0.00	\$3,834.00	\$25,427.00	0.0
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$3,000.00	\$3,000.00	\$3,000.00	\$13,600.00	18.1
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$602.11	\$916.08	\$551.29	\$2,883.92	24.1
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$290.68	\$3,000.00	0.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,086.70	\$1,751.62	\$2,148.77	\$18,248.38	8.8
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$920.88	\$1,173.36	\$1,286.47	\$7,326.64	13.8
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$72.03	\$84.29	\$131.08	\$1,915.71	4.2
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$0.00	\$1,621.50	\$0.00	\$74,998.50	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0.0
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$156.00	\$300.00	0.0
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$289.00	\$5,080.00	\$3,645.00	\$21,920.00	18.8
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$3,449.55	\$6,131.95	\$3,330.42	\$38,868.05	13.6
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$7,991.89	\$12,462.35	\$12,356.52	\$87,537.65	12.5
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$282.90	\$452.93	\$608.05	\$3,547.07	11.3
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$579.19	\$1,167.48	\$1,190.66	\$6,332.52	15.6
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$100.00	\$2,154.75	\$1,155.00	\$115,015.25	1.8
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$78.90	\$76.90	\$221.10	26.3
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$221.00	\$221.00	\$1,979.00	10.0

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.0
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$13,352.18	\$23,628.25	\$21,770.96	\$90,604.75	20.7
Subtotal	\$689,506.00		\$689,506.00	\$31,791.02	\$60,549.10	\$56,518.30	\$628,956.90	8.8
<i>4. Capital Outlays</i>								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$2,895.49	\$2,895.49	\$2,179.15	\$79,728.51	3.5
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	\$107.50	(\$107.50)	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$9,164.81	\$10,602.41	\$14,531.27	\$149,397.59	6.6
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$1,355.50	\$2,715.03	\$1,350.61	\$22,284.97	10.9
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$4,377.65	\$4,404.03	\$3,714.56	\$55,595.97	7.3
Subtotal	\$327,624.00		\$327,624.00	\$17,900.95	\$20,724.46	\$21,883.09	\$306,899.54	6.3
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$182,599.75	\$338,621.34	\$344,739.39	\$2,323,917.66	12.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 2/1/17 To 2/28/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$332.50	\$332.50	\$0.00	(\$332.50)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.0
Subtotal	\$5,000.00		\$5,000.00	\$332.50	\$332.50	\$0.00	\$4,667.50	6.7
<i>4. Capital Outlays</i>								
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$51,195.00	\$0.00	\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
Subtotal	\$51,195.00		\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
Grand Total	\$56,195.00	\$0.00	\$56,195.00	\$332.50	\$332.50	\$0.00	\$55,862.50	0.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3d

Appropriation Report for 155 STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 2/1/17 To 2/28/17

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>								
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,621.50	\$1,621.50	\$2,162.00	(\$1,621.50)	0.0
Subtotal	\$0.00		\$0.00	\$1,621.50	\$1,621.50	\$2,162.00	(\$1,621.50)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,621.50	\$1,621.50	\$2,162.00	(\$1,621.50)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List**Jasper County Public Library****Report Date: From 2/1/17 To 2/28/17**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35209	68	ABLE PAPER & JANITORIAL S	2/13/17	Vacuum bags, vacuum filter	\$49.20
35210	69	ACE HARDWARE	2/13/17	Spackle, light bulbs, putty knives, toggle bolt, drill bit, toilet repair parts, caulk, door stop	\$103.09
35211	70	ANTHEM BLUE CROSS BLUE	2/13/17	Health Insurance premiums- February 2017	\$11,570.54
35212	71	ANTHEM LIFE	2/13/17	Life Insurance premiums- February 2017	\$98.28
35213	72	AWE ACQUISITION, INC	2/13/17	Early Literacy Station, AWE headphones, replug breakaway adapter, enhanced support stand	\$2,865.50
35214	73	BAKER & TAYLOR	2/13/17	Books, Continuations, AV, Auto. Yours	\$7,273.68
35215	74	BAKER & TAYLOR ENTERTAIN	2/13/17	DVDs	\$1,314.54
35216	75	BILL HROMADA	2/13/17	Totes	\$30.00
35217	76	BUSINESS CARD	2/13/17	Background checks, state park passes, vacuum parts, FMLA workshop registration- D. Barko, meeting room supplies, DVDs, B2B expenses	\$962.35
35218	77	CARDINAL OFFICE PRODUCT	2/13/17	DeM: Staff Copier Maintenance 10/21/16-1/21/17	\$831.25
35219	78	CAROLYNN DeVRIES	2/13/17	Arm knitting program expenses	\$16.56
35220	79	CONSOLIDATED INSURANCE	2/13/17	Worker's Compensation Audit of 4/16/15-4/16/16, additional premium due (revised)	\$77.00
35221	80	CREATIVE PRODUCT SOURC	2/13/17	Library stickers	\$162.72
35222	81	CULLIGAN WATER CONDITIO	2/13/17	Wh: Water Cooler Rental-February 2017, 5-gallon drinking water- 7	\$62.60
35223	82	D & S COMPUTER SERVICES	2/13/17	Hosting 1st quarter 2017	\$120.00
35224	83	DELTA DENTAL	2/13/17	Dental Insurance premiums- February 2017	\$564.49
35225	84	DONNA BARKO	2/13/17	Mileage 1/3-2/6/17: Bank deposits, Post Office, Courthouse, new employee orientation	\$28.84
35226	85	EDWARD P. DUMAS	2/13/17	Legal Assistance: Real Estate Purchase	\$332.50
35227	86	ENA SERVICES LLC	2/13/17	Internet service for January 2017	\$1,621.50
35228	87	FASE-KALUF TV & APPLIANCE	2/13/17	Monitor cable	\$29.99
35229	88	GALE/CENGAGE LEARNING	2/13/17	Books	\$80.68
35230	89	HP Products	2/13/17	Glass cleaner, toilet paper, paper towel rolls	\$355.00
35231	90	INDIANA DEPARTMENT OF EN	2/13/17	Annual public water system fee- WH	\$100.00
35232	91	INDIANA WASTE SERVICE	2/13/17	DeM: Trash Pick-up, February 2017	\$89.70
35233	92	JUNIOR LIBRARY GUILD	2/13/17	Books	\$311.20
35234	93	KAPCO	2/13/17	Polyester repair tape, Tyvek repair tape, book cover	\$168.56
35235	94	KIM DELGER	2/13/17	Mileage 1/26-1/30/17: ASK committee meeting, Tech Services work group meeting	\$47.08
35236	95	KIRBY RISK CORPORATION	2/13/17	Fluourescent lampholders	\$40.36
35237	96	LINDA POORTENGA	2/13/17	Mileage 1/12-1/27/17: Management meeting, B2B, meeting at DeMotte Library	\$73.83
35238	97	M W INSURANCE AGENCY	2/13/17	Bonds for Treasurer and Asst. Treasurer	\$212.00
35239	98	NETWISE RESOURCES	2/13/17	Rens & Wh: staff copier quarterly service agreements	\$795.28
35240	99	NIPSCO	2/13/17	Electric & gas service	\$6,586.01
35241	100	NITCO	2/13/17	DeM: Local Phone & Fax Service February 2017	\$160.57
35242	101	OVERDRIVE	2/13/17	Database Maintenance Fee & Future Content Purchases (February 2017-January 2018)	\$3,000.00
35243	102	PATTY STRINGFELLOW	2/13/17	Mileage 1/6-2/3/17: Directors meetings, Management meeting, Branch visit	\$140.17
35244	103	POST TRIBUNE	2/13/17	Rens: Newspaper subscription Acct# 74364548	\$135.20
35245	104	QUILL CORPORATION	2/13/17	Humidifier filter, toner cartridges, vinyl pouches, color copy paper, lysol spray, clorox wipes, kleenex, envelopes, double stick tape, paper plates, construction paper, cordless phone battery, canvas storage bags, card file	\$509.02
35246	105	RAINBOW BOOK COMPANY	2/13/17	Books	\$1,474.87

Printed on Thursday, March 09, 2017

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35247	106	RAYANN GILMORE	2/13/17	Mileage 11/15/16-2/6/17: Bookkeeping workshop, Post Office, bank deposits, supply pickup, Marketing meeting	\$39.22
35248	107	RENSSELAER LAUNDRY ROO	2/13/17	Laundry	\$20.00
35249	108	RENSSELAER REPUBLICAN	2/13/17	Wh: Newspaper subscription Acct# 0038731	\$139.00
35250	109	REPUBLIC SERVICES #715	2/13/17	Wh: Trash Service- February 2017	\$82.15
35251	110	SIMPLEXGRINNELL	2/13/17	Annual Fire Alarm Test & Inspection	\$494.85
35252	111	SKILLPATH SEMINARS	2/13/17	Conflict Management Skill for Women seminar registrations- L. Poortenga, J. Wilma, B. Amalong, P. Stringfellow	\$356.00
35253	112	SUNRISE PACKAGING INC.	2/13/17	Audio book cases	\$286.98
35254	113	SVT, LLC	2/13/17	Children's supplies, Train Day volunteers lunch	\$58.55
35255	114	TECH LOGIC	2/13/17	CirciT Software Renewal- 1yr (March1-February 28)	\$1,248.00
35256	115	TEI LANDMARK AUDIO	2/13/17	DeM & Wh: Playaway Lease 2/1/17-1/31/18	\$1,805.00
35257	116	THOMSON REUTERS - WEST	2/13/17	Continuations	\$321.50
35258	117	TRUGREEN PROCESSING CE	2/13/17	Ice melt	\$224.40
35259	118	UNIQUE MANAGEMENT SERVI	2/13/17	Collections: Initial/Secondary Placements- January 2017	\$134.25
35260	119	VISION SERVICE PLAN	2/13/17	Vision Insurance Premiums- February 2017	\$214.74
35261	120	WAL-MART COMMUNITY/RFC	2/13/17	Wipes, DVDs, cleaning supplies, Staff Christmas Party expenses, adult program supplies	\$650.71
0	121	PAYROLL	2/10/17	PAYROLL	\$52,864.47
0	122	BILL HROMADA	2/13/17	Courier Mileage, 1/16/17-1/31/17 (Conf #484)	\$398.04
0	123	GREAT-WEST RETIREMENT S	2/10/17	Annuity Withheld 2/10/17payroll (Conf. #487)	\$995.00
0	124	INDIANA CHILD SUPPORT BU	2/10/17	Child Support Garnishment: Andrea Quick 2/10/2017 Payroll (Payment #1890320170208112528)	\$80.17
0	125	INPRS fbo PERF	2/10/17	2/10/17 Payroll Contributions	\$6,289.23
0	126	IRS USA TAXPAYMENT	2/10/17	EFT-FICA & Federal Taxes w/held 2/10/17 (Ref #90686831)	\$12,084.67
0	127	INDIANA DEPARTMENT OF RE	2/10/17	EFT-State & County Taxes w/held January 2017 Payrolls (Ref #82139)	\$5,777.03
0	128	TOWN OF DEMOTTE	2/10/17	DeM: Sewer & Water- January 2017 (conf# 486)	\$167.64
0	129	TOWN OF WHEATFIELD	2/10/17	Wh: Sewer- February 2017 (conf# 485)	\$56.65
0	130	ALLIANCE BANK	2/13/17	Direct Deposit Fees January 2017	\$36.90
35262	131	CAROLYNN DeVRIES	2/13/17	Mileage 2/4/17: Genealogy seminar	\$27.82
35263	132	CENTER POINT PUBLISHING	2/13/17	Books	\$532.08
35264	133	CENTURYLINK	2/13/17	Rn: Local Phone Service & Fax February 2017	\$295.63
35265	134	CENTURYLINK	2/13/17	Long distance phone service- January 2017	\$17.03
35266	135	DEMCO	2/13/17	Book supports, clear polypropylene tape, headphones, book pockets, classification labels	\$557.44
35267	136	JASON GILBERT	2/13/17	Caulk, carpet glue	\$21.41
35268	137	INDIANA NEWSPAPERS INC.	2/13/17	Rens: Journal & Courier newspaper subscription Acct# JC0007041	\$290.11
35269	138	OFFICE DEPOT	2/13/17	Toner, index dividers, binder covers, contact paper, laminating pouches, erasers, correction tape, screen wipes, screen cleaner, rubberbands, copy paper, pens, steno books, furniture touch up kit	\$846.87
35270	139	ROEING CORPORATION	2/13/17	Tech Maintenance Support - 1st Installment 2017	\$7,500.00
35271	140	SIMPLEXGRINNELL	2/13/17	Annual Fire Alarm Test & Inspection	\$2,034.09
35105	141	ENGAGED PATRONS.ORG	2/17/17	Void voucher# 926 from 2016, check# 35105.	(\$229.00)
0	142	JASPER COUNTY PUBLIC LIB	2/17/17	Levy Excess transfer per DLGF	\$26,792.00
0	143	PAYROLL	2/24/17	PAYROLL	\$50,371.38
0	144	AFLAC	2/24/17	Supplemental Insurance February 2017 (Conf. #495)	\$724.25
0	145	BILL HROMADA	2/24/17	Courier Mileage, 2/1/17-2/15/17 (Conf #489)	\$331.70
0	146	CENTURYLINK	2/24/17	WH: Local Phone Service Febuary 2017 (Conf. # 492)	\$92.85
0	147	CENTURYLINK	2/24/17	WH: Fax Service February 2017 (Conf. # 493)	\$36.03
0	148	CITY OF RENSSELAER	2/24/17	RENS: Utilities 1/13/16 - 2/8/2017 (Conf. #494)	\$5,270.73
0	149	ENGAGED PATRONS.ORG	2/24/17	Events Page Hosting Service 1/1/17-12/31/17 (Conf # 488) (Original payment lost in mail. Voided ck #35105)	\$229.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	150	GREAT-WEST RETIREMENT S	2/24/17	Annuity Withheld 2/24/17payroll (Conf. #496)	\$995.00
0	151	INDIANA CHILD SUPPORT BU	2/24/17	Child Support Garnishment: Andrea Quick 2/24/2017 Payroll (Payment #1890320170223171946)	\$80.17
0	152	INDIANA NEWSPAPERS INC.	2/24/17	Rens: INDYSTAR newspaper subscription Acct# ISO140456 (Conf #491)	\$476.87
0	153	INFINISOURCE, INC.	2/24/17	Premium Only Plans - Core Service 2017 (Conf #497)	\$140.00
0	154	INPRS fbo PERF	2/24/17	2/24/17 Payroll Contributions	\$5,982.11
0	155	IRS USA TAXPAYMENT	2/24/17	EFT-FICA & Federal Taxes w/held 2/24/17 (Ref #95476371)	\$11,411.54
0	156	THE TIMES	2/24/17	Wh: Newspaper subscription thru 2/20/2018 (Conf #490)	\$314.32
0	157	SPARKPAY	2/28/17	Merchant Processing Fees- February 2017	\$17.56
Total Amount of Claims					\$242,378.30

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, March 09, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$242,378.30

Date this 13th day of March, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
February 28, 2017

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$1,805.01	\$4,423.68
DeMotte	\$691.90	\$1,447.21		
Rensselaer	\$598.69	\$1,609.15		
Wheatfield	\$514.42	\$1,367.32		
PHOTOCOPIES:			\$728.77	\$1,547.92
DeMotte	\$234.80	\$536.15		
Rensselaer	\$330.27	\$661.77		
Wheatfield	\$163.70	\$350.00		
INTEREST (Checking, Repurchase, CDs):.....			\$46.68	\$108.76
TAXES:			\$62,896.00	\$125,792.00
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$125,792.00		
TAXABLE SALES:-.....			\$7.38	\$9.92
REFUNDS:			\$27,142.00	\$27,075.60
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$350.00	\$400.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	(\$116.40)		
Interfund Transfer	\$26,792.00	\$26,792.00		
TOTAL OPERATING FUND RECEIPTS.....			\$92,625.84	\$158,957.88
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$970.00	\$4,464.06
DeMotte	\$450.00	\$2,765.00		
Rensselaer	\$520.00	\$1,699.06		
Wheatfield	\$0.00	\$0.00		
LIB. IMPROV. RESERVE FUND:			\$13.91	\$29.81
Interest Earned	\$13.91	\$29.81		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$201.18	\$431.09
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$201.18	\$431.09		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$16,333.34
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$25.02	\$28.70
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$93,835.95	\$180,244.88

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WITHHOLDING ACCOUNT FUNDS:

			\$31,064.50	\$60,032.45
FIT Tax Collected	\$8,184.31	\$15,573.53		
FICA Collected	\$7,655.95	\$14,823.56		
State Tax Collected	\$3,487.74	\$6,769.24		
County Tax Collected	\$2,678.45	\$5,173.98		
Deferred Comp Plan	\$1,990.00	\$3,980.00		
Pre-tax Insurance Plans	\$3,591.02	\$6,999.28		
Life Insurance	\$180.34	\$363.68		
INPRS	\$3,136.35	\$6,108.67		
Garnishments	\$160.34	\$240.51		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$124,900.45	\$240,277.33

Voucher List

Jasper County Public Library

Report Date: From 3/1/17 To 3/13/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35272	158	AFFORDABLE ALTERNATIVES	3/13/17	7 day loan labels	\$79.09
35273	159	ANTHEM BLUE CROSS BLUE	3/13/17	Health Insurance premiums- March 2017	\$12,251.16
35274	160	ANTHEM LIFE	3/13/17	Life Insurance premiums- March 2017	\$98.28
35275	161	BRODART CO.	3/13/17	Subject classification labels	\$38.79
35276	162	CENTURYLINK	3/13/17	Rens: Local Phone & Fax Service- March 2017	\$419.31
35277	163	CENTURYLINK	3/13/17	Long distance phone service- February 2017	\$15.55
35278	164	CHICAGO TRIBUNE	3/13/17	Rens: Newspaper subscription Acct# 10433615	\$402.48
35279	165	CULLIGAN WATER CONDITIO	3/13/17	Wh: Water Cooler Rental-March 2017	\$11.95
35280	166	DELTA DENTAL	3/13/17	Dental Insurance premiums- March 2017	\$534.78
35281	167	DEMCO	3/13/17	Subject classification labels, glue brushes, H-bands, circextender2x polypropylene laminate	\$118.79
35282	168	DONNA BARKO	3/13/17	Mileage 2/9-2/28/17: Post Office, bank deposits, Courthouse, FMLA Conference	\$109.62
35283	169	EDWARD P. DUMAS	3/13/17	Legal Assistance: Real Estate Purchase	\$1,350.00
35284	170	ENA SERVICES LLC	3/13/17	Internet service for February 2017	\$1,621.50
35285	171	FASE-KALUF TV & APPLIANCE	3/13/17	HDMI cables	\$59.97
35286	172	GALE/CENGAGE LEARNING	3/13/17	Continuations	\$834.71
35287	173	HP Products	3/13/17	Neutral disinfectant, neutral cleaner, m-folds, toilet paper, stainless steel cleaner, trash bags	\$486.03
35288	174	INDIANA WASTE SERVICE	3/13/17	DeM: Trash Pick-up, March 2017	\$89.70
35289	175	JANICE WILMA	3/13/17	Book	\$17.99
35290	176	JASPER FOUNDATION, INC.	3/13/17	Foundation Celebration Banquet	\$25.00
35291	177	KANKAKEE VALLEY PUBLISHI	3/13/17	Job posting ad, LAR legal ad, Chamber ad	\$357.89
35292	178	KARLA HAUSENFLECK	3/13/17	Afternoon Adventure Club expenses	\$7.64
35293	179	KIRBY RISK CORPORATION	3/13/17	Ballasts, light bulbs	\$869.44
35294	180	LINDA POORTENGA	3/13/17	Mileage 2/10-3/7/17: Additional trip to library to work overtime, Continuations meeting, Management meeting, B2B, Conflict Management workshop, transport, Librarian's Council meeting	\$205.98
35295	181	MARLENE BEEDLE	3/13/17	Mileage 2/9/17: Digitization Committee meeting	\$23.54
35296	182	MICHAEL R. ANDERSON	3/13/17	Rens: Snow removal 1/4-2/8/17	\$100.00
35297	183	MIDWEST TAPE	3/13/17	Audiobook sleeves	\$851.98
35298	184	NANCY PHILLIPS	3/13/17	Children's supplies	\$30.00
35299	185	NIPSCO	3/13/17	Electric & gas service	\$5,833.32
35300	186	NITCO	3/13/17	DeM: Local Phone & Fax Service March 2017	\$159.80
35301	187	PATTY STRINGFELLOW	3/13/17	Conflict Management workshop expenses; Mileage 2/28-3/7/17: Conflict Management workshop, Librarian's Council meeting	\$72.76
35302	188	REBECCA AMALONG	3/13/17	Conflict Management workshop expenses	\$17.12
35303	189	REPUBLIC SERVICES #715	3/13/17	Wh: Trash Service- March 2017	\$82.15
35304	190	ROEING CORPORATION	3/13/17	Hewlett-Packard LJ 4250/4350 maintenance kit	\$235.00
35305	191	SMITH OFFICE EQUIPMENT	3/13/17	Ink cartridges, heavy duty staples, labels, highlighters, post binder	\$257.61
35306	192	SUNRISE PACKAGING INC.	3/13/17	Cases for TV series	\$1,190.41
35307	193	TEI LANDMARK AUDIO	3/13/17	'Also Available on Audio Book' stickers	\$22.90
35308	194	ULINE	3/13/17	Filament tape, trash can, recycling cans, can lids, can trolleys	\$576.18
35309	195	UNIQUE MANAGEMENT SERVI	3/13/17	Collections: Initial/Secondary Placements- February 2017	\$71.60
35310	196	VISION SERVICE PLAN	3/13/17	Vision Insurance Premiums- March 2017	\$214.74
35311	197	WAL-MART COMMUNITY/RFC	3/13/17	Children's supplies, Valentine program expenses, cleaning supplies, Staff Anniversary card, Storytime expenses, DVDs, CDs	\$1,027.78

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35312	198	YVONNE DEL VECCHIO	3/13/17	Mileage 12/21/16-2/22/17: Walking Books, deliver newsletters, Book Club, Marketing Committee meeting	\$53.50
35313	199	ZIESE PLUMBING, HEATING, &	3/13/17	DeM: Replace men's urinal flush valve	\$365.44
0	200	PAYROLL	3/10/17	PAYROLL	\$44,897.60
0	201	BILL HROMADA	3/10/17	Courier Mileage, 2/16/17-2/28/17 (Conf #498)	\$298.53
0	202	GREAT-WEST RETIREMENT S	3/10/17	Annuity Withheld 3/10/17 payroll (Conf. #501)	\$995.00
0	203	INDIANA CHILD SUPPORT BU	3/10/17	Child Support Garnishment: Andrea Quick 3/10/2017 Payroll (Payment #1890320170309105538)	\$80.17
0	204	INDIANA DEPARTMENT OF RE	3/10/17	EFT-State & County Taxes w/held February 2017 Payrolls (Ref #91413)	\$6,166.19
0	205	INPRS fbo PERF	3/10/17	3/10/17 Payroll Contributions	\$5,446.09
0	206	IRS USA TAXPAYMENT	3/10/17	EFT-FICA & Federal Taxes w/held 3/10/17 (Ref #01570131)	\$10,055.28
0	207	TOWN OF DEMOTTE	3/10/17	DeM: Sewer & Water- February 2017 (conf# 500)	\$167.64
0	208	TOWN OF WHEATFIELD	3/10/17	Wh: Sewer- March 2017 (conf# 499)	\$56.65
35314	209	4IMPRINT, INC.	3/13/17	Promotional note pads, coolies, pencil sharpeners	\$815.20
35315	210	ACE HARDWARE	3/13/17	Brackets, round plugs, nuts, bolts, nails, screws, corner brace, stain	\$40.18
35316	211	A. E. BOYCE COMPANY, INC.	3/13/17	Vendor checks	\$227.53
0	212	ALLIANCE BANK	3/13/17	Direct Deposit Fees February 2017	\$36.90
35317	213	BAKER & TAYLOR	3/13/17	Books, Continuations, AV, Auto. Yours	\$13,337.60
35318	214	BAKER & TAYLOR ENTERTAIN	3/13/17	DVDs	\$1,427.78
35319	215	BUSINESS CARD	3/13/17	Background check, self-inking stamp, charging stations, chairs, DVDs, CDs, books, children's supplies, Management meeting expenses, continuations, AV Shopping expenses, B2B expenses, Summer Reading prizes, Directors meeting expenses	\$7,627.53
35320	216	CAROLYNN DeVRIES	3/13/17	Family Game Night expenses	\$97.91
35321	217	DEBORAH KRISTOFF	3/13/17	Summer Reading Training expenses, Branch Counterparts meeting expenses	\$39.30
35322	218	EVELYN BRISTOL	3/13/17	Program expenses	\$9.98
35323	219	JASON GILBERT	3/13/17	Evaporator fan motor for refrigerator	\$18.45
35324	220	KIM DELGER	3/13/17	Mileage 3/6/17: 10 Day Challenge meeting	\$23.54
35325	221	LINDA POORTENGA	3/13/17	Branch Counterparts meeting expenses, Conflict Management seminar expenses	\$24.92
35326	222	MAGAZINE SUBSCRIPTION SE	3/13/17	Annual June- August Magazine Subscription Renewals	\$3,370.76
35327	223	OFFICE DEPOT	3/13/17	Contact paper, hand soap, finger grips, rubber bands, permanent markers, tape, color coding dots, business cards, copy paper, hand sanitizer, roll on ink	\$404.45
35328	224	OVERDRIVE	3/13/17	Deposit on Account for Future Content Purchases	\$13,500.00
35329	225	PEGGY MICHELIN	3/13/17	Mileage 1/13-3/7/17: Supply pickup, AV Shopping, Continuations meeting, Post Office	\$60.35
35330	226	THE PENWORTHY COMPANY	3/13/17	Books	\$1,629.67
35331	227	PRECISION CONTROL SYSTE	3/13/17	Rens: Parts for contract maintenance, Boiler in alarm lockout #34, faulty blower motor, removed old motor, installed new, adjusted deadband on boiler, reset so it doesn't short cycles, adjusted Sunday run schedule, verified temps, chiller enable messed up, fixed issue: DeM: pump leaking water, cir. Pump seal leaking, shut down & took out pump to be rebuilt, reinstalled pump	\$3,728.88
35332	228	QUILL CORPORATION	3/13/17	Clorox wipes, pledge, lysol spray, fax ribbon, battery backups, CD/DVD file folders, double sided tape, felt stamp pad, index cards, packing tape, labels, tape, name tag	\$651.37
35333	229	RENSSELAER ROTARY CLUB	3/13/17	January & February 2017 dues & meals	\$130.50
35334	230	SCHOLASTIC LIBRARY	3/13/17	Continuations	\$156.00
35335	231	U.S. POSTAL SERVICE	3/13/17	DeM: PO Box 16 Rental	\$92.00
35336	232	WAYFAIR	3/13/17	Wheeled duffel bags	\$61.98

F6c

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$146,867.41

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 13, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$146,867.41

Date this 13th day of March, 20 17.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Apr

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 10, 2017, 6pm
DeMotte Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of March Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 41)
Advance Tax Draw (R 41)
Workshop Request (R 41)

General Business

Annual Impacts - Report of DeMotte Branch	
Librarian and Youth Services Librarian (R 42)	Information
Section 125 Amendment/Restatement (R 25; R 42)	Action
Trust INdiana (R 35; R 42)	Action
Director Review (R 42)	Information

Director's Report (R 41- R 48)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

March 13, 2017
Rensselaer Library

Present: Jody Melton, Mark Heinig, Janet Umlauf, Kevin Kaluf, Patricia Stringfellow, Rayann Gilmore, Linda Poortenga, Janice Wilma

Absent: Natalie Waling, Deana George, Janelle Harper

Agenda & Consent Agenda Approval: J. Umlauf moved to add Eagle Scout Presentation to the agenda and to approve the Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, Salary Ordinance update, and FMLA/Military Leave Policy revisions as presented, seconded by K. Kaluf. Motion passed.

Eagle Scout Project Presentation: Kyle Eenigenburg, an Eagle Scout from Troop #157, presented the Library with a large binder detailing the veterans that are buried in Jasper County cemeteries along with pictures of the grave stones. He compiled this information for his Eagle Scout Project using newspapers, Ancestry.com, and walking the cemeteries stone by stone.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian:

L. Poortenga, Rensselaer Library Headquarters Librarian, shared an ILL success story. ILL Specialist, Rachel Kuhn, has over the last few years requested a VHS several times for the same patron with the request always being filled by the same library. The last time the patron returned the VHS, she asked if the loaning library would consider selling it since her son loves it. Rachel sent a note to the library saying if they ever wanted to sell, out patron would like to buy it. The VHS was recently received back from the loaning library with a note saying, "No charge...glad this VHS has found a good home! Enjoy!" The new Statewide Remote Circulation System (SRCS) launched in August 2016. It has been a bumpy road with many errors and glitches. After meeting another Indiana Library at TLCU Conference who was using SRCS with NCIP without errors, we contacted Autographics and TLC. Adjustments were made and we are now using SRCS more successfully, though still with some glitches. The Milroy memorabilia was displayed at the Fort Wayne Art Museum this year. This was an excellent example of collaboration/partnering with other Indiana entities. Special Bicentennial programs were also held throughout the year to celebrate Indiana's 200 year history. While out and about in the community, patrons have shared positive library experiences with staff. One patron commented how she loves the library staff at Rensselaer. Everyone is so helpful and often staff goes above and beyond to help her. She excitedly mentioned that the staff talk to and engage her children. She was so appreciative of the positive comments received from staff about her children. Another patron explained to a staff member that she is at the library all the time since she has retired. She loves to read! She said it's the best library they've been to and you can get whatever you need there because the resources are abundant. The children's programs are great. When her grandkids visit from out of town, they know the way to the library. They love it! The Rensselaer Library has also been providing fun fiction free reads to the students at Saint Joseph's College. The cart in their library is stocked with changing titles that they are welcome to keep. Patrons are continuing to find the Geocache box and express their thanks online. The Fax24 patron fax service is greatly used by patrons.

J. Wilma, Rensselaer Library Youth Services Librarian, shared that one of their themes for 2016 was random acts of kindness. We did activities with the children highlighting different acts of kindness that could be easily implemented like opening a door for someone or helping carry something for a person. Our presentation at Earth Day in the park was a big success. We repurposed old CDs into works of art and handed out literature highlighting everything available at the library. Marketing items and books were also given out. We participated in other community activities including Reading at the Fair, Kids Day at the Farmers Market, and extra

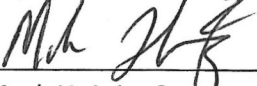
preschool visits. The 1000 Books Before Kindergarten program launched this year and was met with great enthusiasm. Over 100 children have already signed up. The participants love having their picture displayed on the wall and are very excited when they are moved up to the next level of accomplishment. One child has gotten up to 600 books already. Summer reading was a big success with the theme being On Your Mark, Get Set, READ. We were able to hold many outdoor activities including a corn hole tournament that the teens enjoyed. Indiana Wild brought in animals again this year and two new shows were presented. One was a story teller who gave great information on the history of the Olympics and told stories of the Greek gods, and the other was Rockin' Leonard who got the kids moving and dancing. The teen volunteers were terrific and made all the programs run smoothly. The staff was amazingly helpful, as always.

Purchase Option on Real Estate: We have received the signed Real Estate Option Agreement back from Jeffrey & Kathryn DeVries for the second property located adjacent to the DeMotte Public Library. M. Heinig moved to proceed with the Real Estate Option Agreement with Jeffrey & Kathryn DeVries, seconded by J. Umlauf. Motion passed.

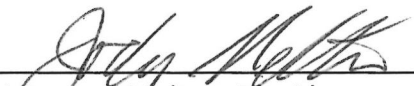
Interlocal Agreement- HGACBuy: At the February Board Meeting, the Board approved adding Hot Spot Checkout to our Library Services. When we contacted Sprint to set up the service we learned that there is an Interlocal Agreement that needs board authorization. M. Heinig moved to proceed with the Interlocal Agreement, seconded by K. Kaluf. Motion passed.

Director's Report: P. Stringfellow presented the redesigned Community Connection newsletter. The newsletter features new colors and more information. We have asked the Center for Creative Solutions to be presenters at Staff Development Day on September 8, 2017. They were our presenters at Staff Development Day last year and based on surveys received from staff we are going to bring them back for additional training. Staff would like to take a more in depth look at personality types and how they affect how we deal with conflict, bullying: what is it/what it isn't, and happiness in the workplace. P. Stringfellow did some further research into how to continue a bond since the final bond payment will be made in January 2018. 'Continuing the bond' is not really correct terminology, 'continuing the levy' is more accurate. If the Board chose to do this the current bond would be retired in 2018 after the final payment and a new bond would need to be ready to start to keep the levy seamless. A new bond would require a planned project to be financed and County Council approval. Umbaugh & Associates, an independent municipal advisor could guide us through this process if needed. Because we do have a healthy Rainy Day Fund that should be able to handle the type of capital improvements the board has been considering, it does not seem that we need to proceed with a new bond. The DeMotte Library staff plan to paint one wall in the AV area as an accent wall and paint a tree on the wall in the story time room that would be a temporary feature. We have received a quote back from Jim Little for skim coating the walls & ceiling in the foyer and for painting the foyer. Skim coating would be \$2900 and painting would be \$2300. P. Stringfellow explained that we could have maintenance staff paint but the skim coat would still be \$2900. In consideration of cost P. Stringfellow recommended having maintenance paint with a flat or eggshell paint in a darker color to improve the appearance rather than going to the expense of skim coating. It won't be the perfect look but would be an improved look.

Adjournment: With no further matters for discussion J. Umlauf moved, seconded by M. Heinig to adjourn the meeting at 6:58 PM.



Mark Heinig, Secretary Pro-Tem



Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE
March 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	21	2	0	23
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	28	3	0	31
Blu-Ray (DBR)	183	4	2	189
Books on CD (DBKCD)	169	10	6	185
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	117	1	23	141
Digital Audiobooks (DDA)	24	0	0	24
DVD (DDVD)	1622	75	24	1721
Equipment (DEQP)	35	0	0	35
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	3	0	0	3
Fiction (DFIC)	551	24	14	589
Fiction Fantasy (DFICF)	13	0	0	13
Fiction Mystery (DFICM)	88	8	2	98
Fiction New (DFICNEW)	469	11	15	495
Fiction Science Fiction (DFICSF)	15	0	4	19
Fiction Western (DFICW)	4	0	0	4
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	76	2	0	78
Hanging Bags (DHANG)	8	0	0	8
ILL (DILL)	25	0	1	26
Internet (DINTER)	648	0	0	648
Juv. Audio book (DJAUDB)	10	0	0	10
Juv. Biography (DJBIO)	49	0	2	51
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	37	0	0	37
Juvenile Easy (DJE)	777	8	12	797
Juv. Easy Non-fiction (DJENF)	43	7	5	55
Juv. Easy Reader (DJER)	289	4	0	293
Juv. Fiction (DJFIC)	462	13	4	479
Juv. Holiday books (DJHOL)	35	3	0	38
Juv. Magazine (DJMAG)	40	0	0	40
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	220	19	8	247
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	99	2	0	101

Large Print Fiction (DLPF)	206	26	3	235
Large Print Nonfic (DLPNF)	12	0	0	12
Magazine (DMAG)	539	4	2	545
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	9	1	0	10
Nonfiction 100 (DNF100)	13	3	0	16
Nonfiction 200 (DNF200)	41	3	5	49
Nonfiction 300 (DNF300)	36	3	1	40
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	34	0	0	34
Nonfiction 600 (DNF600)	131	6	8	145
Nonfiction 700 (DNF700)	46	2	4	52
Nonfiction 800 (DNF800)	16	2	0	18
Nonfiction 900 (DNF900)	36	5	1	42
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	85	1	0	86
Nonfiction (DNFIC)	3	0	2	5
Nonfiction New (DNFNEW)	98	5	6	109
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	38	3	0	41
SRCS (From other libraries ILL-SR	0	96	0	96
SRCS (SRCSW) Wheatfield	5	2	0	7
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUSB)	2	0	0	2
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	113	5	8	126
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	13	1	1	15
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	0	1	0	1
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	29	0	32
Blu-Ray (RBR)	5	462	2	469
Books on CD (RBKCD)	3	129	7	139
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	133	2	138
Digital Audiobooks (RDA)	3	31	0	34
DVD (RDVD)	15	3124	38	3177
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	1	0	1
Fiction (RFIC)	36	546	23	605
Fiction New (RFICNEW)	18	363	7	388
Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	6	0	6
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	12	130	0	142
Hanging Bag (RHANG)	0	0	0	0
ILL (RILL)	0	28	0	28
Internet (RINTER)	0	1023	0	1023
Juv. Audio book (RJAUDB)	5	58	0	63
Juv. Biography (RJBIO)	3	25	0	28
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	38	0	38
Juvenile Easy (RJE)	9	564	6	579
Juv. Easy Non-fiction (RJENF)	0	93	0	93
Juv. Easy Reader (RJER)	0	310	0	310
Juv. Fiction (RJFIC)	10	415	4	429
Juv. Magazine (RJMAG)	0	41	0	41
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	328	1	337
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJ TOD)	0	150	0	150
Large Print Fiction (RLPF)	26	257	3	286
Large Print Nonfic (RLPNF)	0	4	2	6
Magazine (RMAG)	0	350	0	350
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	16	0	16
Non-Fiction 100 (RNF100)	5	12	1	18
Non-Fiction 200 (RNF200)	4	21	0	25
Non-Fiction 300 (RNF300)	3	43	4	50
Non-Fiction 400 (RNF400)	0	8	4	12
Non-Fiction 500 (RNF500)	0	6	0	6
Non-Fiction 600 (RNF600)	5	147	9	161
Non-Fiction 700 (RNF700)	3	42	1	46
Non-Fiction 800 (RNF800)	1	6	0	7
Non-Fiction 900 (RNF900)	3	52	0	55
Nonfiction Blu-Ray (RNFBFR)	0	12	0	12
Nonfiction DVD (RNFDVD)	4	129	4	137
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	7	126	14	147
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	3	0	3
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	3	0	3
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	12	0	12
Software (RSWAR)	0	10	0	10
SRCS (SRCS) DeMotte	0	0	0	0

SRCS (From other libraries ILL-SR)	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	0	11	0	11
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	6	101	2	109
YA Music CD (RYACD)	0	13	0	13
YA Nonfiction (RYANF)	0	9	1	10
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	0	15	17
Blu-Ray (WBR)	0	4	192	196
Books on CD (WBKCD)	18	4	112	134
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	15	9	73	97
Digital Audiobooks (WDA)	8	0	16	24
DVD (WDVD)	31	39	2060	2130
Equipment (WEQP)	0	0	12	12
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	1	1
Fiction (WFIC)	34	15	238	287
Fiction Fantasy (WFICF)	0	1	6	7
Fiction Mystery (WFICM)	1	5	70	76
Fiction New (WFICNEW)	19	10	193	222
Fiction Science Fiction (WFICSF)	0	0	1	1
Fiction Western (WFICW)	0	0	6	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	8	23	33
Hanging Bags (WHANG)	1	0	9	10
ILL (WILL)	0	0	27	27
Internet (WINTER)	0	0	327	327
Juv. Audio book (WJAUSB)	0	1	12	13
Juv. Biography (WJBIO)	2	2	33	37
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	23	24
Juvenile Easy (WJE)	14	8	565	587
Juv. Easy Non-fiction (WJENF)	0	2	42	44
Juv. Easy Reader (WJER)	17	6	388	411
Juv. Fiction (WJFIC)	28	19	249	296
Juv. Magazine (WJMAG)	0	0	16	16
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	6	187	198
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	7	0	200	207
Large Print Fiction (WLPF)	21	15	149	185
Large Print Nonfic (WLPNF)	1	1	14	16

Magazine (WMAG)	9	0	226	235
Non-Fiction 000 (WNF000)	1	0	2	3
Non-Fiction 100 (WNF100)	2	1	13	16
Non-Fiction 200 (WNF200)	0	2	1	3
Non-Fiction 300 (WNF300)	2	1	15	18
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	0	0	8	8
Non-Fiction 600 (WNF600)	7	4	46	57
Non-Fiction 700 (WNF700)	1	1	18	20
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	9	1	33	43
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	7	0	68	75
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	12	3	76	91
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	1	1
SRCS (SRCS) DeMotte	0	0	3	3
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	8	8
Vertical file (WVF)	0	0	4	4
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	6	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	16	12	190	218
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	3	7	10
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8138	9974	6289	24401

CIRCULATION BY HOLDINGS CODE
March 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	21	2	0	23
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	33	32	15	80

Blu-Ray (BR)	188	482	197	867
Books on CD (BKCD)	190	143	125	458
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	135	143	98	376
Digital Audiobooks (DA)	35	31	16	82
DVD (DVD)	1668	3238	2122	7028
Equipment (EQP)	35	2	12	49
See librarian (ERR)	0	0	0	0
Express Book (EXP)	3	1	1	5
Fiction (FIC)	621	585	275	1481
Fiction Fantasy (FICF)	13	1	6	20
Fiction Mystery (FICM)	89	13	72	174
Fiction New (FICNEW)	506	384	215	1105
Fiction Science Fiction (FICSF)	15	0	5	20
Fiction Western (FICW)	4	0	6	10
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	6	0	6
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	90	140	23	253
Hanging Bags (HANG)	9	0	9	18
ILL (ILL)	25	28	28	81
Internet (INTR)	648	1023	327	1998
Juv. Audio book (JAUDB)	15	59	12	86
Juv. Biography (JBIO)	54	27	35	116
Juv. Book on CD (JBKD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	38	38	23	99
Juvenile Easy (JE)	800	580	583	1963
Juv. Easy Non-Fiction (JENF)	43	102	47	192
Juv. Easy Reader (JER)	306	320	388	1014
Juv. Fiction (JFIC)	500	447	257	1204
Juv. Holiday (JHOL)	35	3	0	38
Juv. Magazine (JMAG)	40	41	16	97
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	233	353	196	782
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	106	152	200	458
Large Print Fiction (LPF)	253	298	155	706
Large Print Nonfic (LPNF)	13	5	16	34
Magazine (MAG)	548	354	228	1130
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	10	17	2	29
Non-Fiction 100 (NF100)	20	16	14	50
Non-Fiction 200 (NF200)	45	26	6	77
Non-Fiction 300 (NF300)	41	47	20	108
Non-Fiction 400 (NF400)	3	8	7	18
Non-Fiction 500 (NF500)	34	6	8	48
Non-Fiction 600 (NF600)	143	157	63	363
Non-Fiction 700 (NF700)	50	45	23	118
Non-Fiction 800 (NF800)	17	8	2	27
Non-Fiction 900 (NF900)	48	58	34	140
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	96	130	72	298
Nonfiction (NFIC)	3	0	2	5
Nonfiction New (NFNEW)	117	134	96	347
Nonfiction VHS (NFVH)	0	0	1	1
Oversize (OVER)	1	3	0	4
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	1	3	0	4
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	12	0	14
Software (SWAR)	1	10	1	12
SRCS (SRCS) DeMotte	38	3	3	44
SRCS (From other libraries III-SRC	0	96	0	96
SRCS (SRCSW) Wheatfield	5	2	8	15
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	2	11	8	21
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	0	0	6	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	135	118	200	453
YA Music CD (YACD)	0	13	0	13
YA Nonfiction (YANF)	13	13	9	35
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	0	1	0	1
				0
Free reads	320	166	87	573
Games/Puzzles	14	21	0	35
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8472	10161	6380	25013

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1824	1449	822	4095
Nonfiction	606	608	336	1550
CHILDREN'S BOOKS				
Fiction	1733	1501	1428	4662
Nonfiction	365	485	278	1128
YA BOOKS				
Fiction	225	258	223	706
Nonfiction	14	13	9	36
Magazines, Adult	548	360	228	1136
Magazines, Children	40	41	16	97
Sound Recordings, adult	362	328	253	943
Sound Recordings, ch	62	110	44	216
Online databases	0	0	0	0
Software	1	10	1	12

SRCS	43	101	11	155
Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	1952	3850	2392	8194
Equipment	35	2	12	49
Total	7810	9117	6053	22980
A-V Circulation	2377	4298	2690	9365
A-V Circulation as % of total	30.4%	47.1%	44.4%	40.8%

SYSTEM

[illegible]

WHEATFIELD

59,270

8.7%

MONTHLY SYSTEM STATISTICS	2016	2017	% change
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% change

R3

1.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
22,437	22,560	15,659	15,767	15,813	15,715
18,290	18,371	20,235	20,380	9,537	9,570
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
16,139	16,139	13,549	13,549	12,808	12,808
8,705	8,827	6,874	6,711	6,553	6,677
					Nonfiction
					YA BOOKS
2,428	2,365	3,119	3,140	3,008	3,016
556	584	385	368	202	258
					Fiction
				2	2
					Magazines,Adult
				0	0
					Magazines, Child
0	0	0	0	0	0
					Games, Toys
3,886	3,886	82	82	4,433	4,433
					Sound Rec/Adult
724	706	4,319	4,344	989	979
					Sound Rec/Child
20	20	619	635	8	16
					Online Databases
209	209	17	17	-11	-11
					Software
					SRCS
-60	-60				Vertical Files
5,579	5,649	9,311	9,364	5,696	5,750
					VHS/DVD/Blu-ray
118	118	142	142	57	57
					Equipment
79,031	79,374	74,311	74,499	59,095	59,270
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

March 2017

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	294	64	233	50	318	69	845	183
LOCAL HISTORY								
In person	2	1	7	2	0	0	9	3
Letters written	7	7	4	4	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	648	27	1023	43	327	14	1998	83
Internet use-Wireless	2170		2883		837		5890	
Computer software used	149	12	110	9	44	4	303	25
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	15	2	0	0	18	2
CD ROM/Online databases	223	19	98	8	108	9	429	36
Public FAX24	15		22		24		61	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	3	1	5	2	8	3
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	12		2		0		14	
Outreach activities	65	65	17	11	0	0	82	55
Notarized documents	22	6	16	4	13	3	51	13
Meeting Room Use (no. of group)	38	13	59	20	37	12	134	45
Study room use	55	5	63	5	47	4	165	14
Proctoring	0	0	2	1	0	0	2	1
Tax Forms distributed	20	0	0	0	4	0	24	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1904	
IN-HOUSE USE ITEMS	27		133		111		271	
SELF-CHECKOUT USE	171		806		250		1227	
INTERLIBRARY LOANS								
Requests made for:	0	0	0	0	0	0	0	0
Items rec'd for:	0	0	0	0	0	0	0	0
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7544	11414	4828	23786
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	284	469	126	879
Number of New Patrons Added	33	33	36	

PROGRAMS

	DeMotte Hrs.	Rensselaer Hrs.	Wheatfield Hrs.	TOTAL	HOURS SPENT
--	-----------------	--------------------	--------------------	-------	----------------

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	10	60	15	90	10	60	35	210
Number attending	103		102		185		390	
YA Programs (14-17)	0	0	2	12	1	6	3	18
Number attending	2		13		4		19	
							0	
Adult Programs	6	36	5	30	1	6	12	72
Number attending	96		57		23		176	
Senior Citizen Programs	16	96	4	24	4	24	24	144
Number attending	90		22		27		139	
Total Number of Programs	32	192	27	162	16	96	75	450
Total Persons Attending	291		194		239		724	
Total Attending Same Month Last Yr.	233		322		466		1021	
Total Staff Hours Spent		410		323		212	945	923
Total Number of In-House Program	25		26		11		62	
Total Attendance	208		179		121		508	
Total Number of Outreach Program	7		1		5		13	
Total Attendance	83		15		118		216	

CIRCULATION BY PATRON CODE

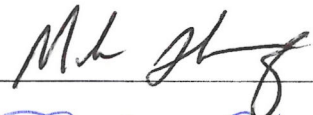
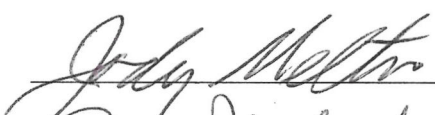
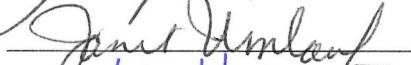
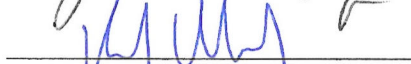
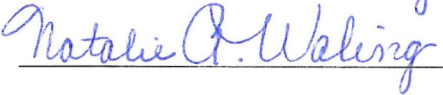
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5216	67.4%	6370	71.3%	3961	65.7%	15547	68.5%
Corporate	1	0.0%	48	0.5%	0	0.0%	49	0.2%
Juvenile 0-11	146	1.9%	100	1.1%	31	0.5%	277	1.2%
Juvenile-AV	613	7.9%	1022	11.4%	896	14.9%	2531	11.1%
Nonresident No Fee	0	0.0%	0	0.0%	41	0.7%	41	0.2%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	209	2.7%	273	3.1%	161	2.7%	643	2.8%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	48	0.6%	33	0.4%	2	0.0%	83	0.4%
Reciprocal YA	4	0.1%	12	0.1%	0	0.0%	16	0.1%
Reciprocal YA AV	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	45	0.5%	0	0.0%	45	0.2%
SRCS	0	0.0%	58	0.6%	0	0.0%	58	0.3%
Staff	1076	13.9%	667	7.5%	587	9.7%	2330	10.3%
Walking books	193	2.5%	114	1.3%	41	0.7%	348	1.5%
YA 12-17	48	0.6%	4	0.0%	0	0.0%	52	2.9%
YA-AV	184	2.4%	172	1.9%	307	5.1%	663	2.9%
Total	7738		8936		6027		22701	
All items borrowed by nonresidents	261	3.4%	381	4.3%	204	3.4%	846	3.7%

**Salary Ordinance 2017
Updated 4/10/17**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Carol Grube	Clerk	\$9.97	4/3/17	14	W

We have hired Carol Grube as Clerk at Wheatfield Library, replacing Sheree Belt who was promoted.

We have examined and approved the changes to the 2017 Jasper County Public Library Salary Ordinance. Dated 4/10/17.

FILED

APR 11 2017

Humbly, K. Shaw
Auditor, Jasper Co.

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 10th DAY OF April, 2017.

NAY

AYE

Mike Hering

Paula L. Harper

Deann K. Surget

Natalie A. Waling

John Miller

Janet Humlany

My Way

ATTEST:

Natalie A. Waling

Secretary of the Jasper County Public Library Board

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.
2. The **Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the 6 Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the 6 Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first 6 months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.
6. Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers- and

sisters-in-law, fathers- and mothers-in-law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

4. Explanation of Salary Plan

4.1. Employees will be paid no less than the minimum salary in their classification.

4.2. Pages, Clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to Clerk and Library Assistant I positions.

All new employees will be evaluated after 6 months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, Clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to Clerk and Library Assistant I positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

4.3. A new employee or newly promoted employee who has not completed his/her first full year in their position by January 1 will receive the first % increase as determined by the board beginning with the pay period following the anniversary date of his/her 1 year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.4 the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January. If the employee has worked 8 months or more at their one year salary, s/he will be eligible for the full % increase determined by the board as per 4.4.

Pages will be eligible for ½ of the increase as per the salary schedule the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January.

4.4. Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.5. Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library Salary Schedule (eff 1/1/2017)

Classification	Minimum	Classification	Minimum
Clerk	\$9.82-9.97	Business Manager	\$16.22-16.46
Library Assistant I	\$10.42-10.58	Librarian 1	\$16.57-16.82
Library Assistant II	\$12.32-12.50	Librarian 2	\$17.22-17.48
Library Specialist I	\$12.66-12.85	Librarian 3	\$19.22-19.51
Library Specialist II	\$15.35-15.58	Systems Administrator	\$19.22-19.51
Library/HR Specialist III	\$15.62-15.85	Janitor / Courier	\$11.59-11.76

			Maintenance		\$13.13-13.33
	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15	\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school diploma or equivalent. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: High school diploma or equivalent. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: High school diploma or equivalent with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: 5 years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III: 2 years of college or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Business Manager: 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: High school diploma or equivalent. Responsible for cleaning and light maintenance of library building.

Maintenance: High school diploma or equivalent. Responsible for maintenance of library building.

Courier: High school diploma or equivalent. Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification, LC4. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification, LC3. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification, LC3. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification LC2. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

- 9.1. Moving from 1 classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.
- 9.2. When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.
- 9.3. Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. Sick Pay

- 2.1. A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work per week divided by 5.

- 2.2. Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 39 hours per week will receive paid sick days on a prorated basis.
- 2.3. Sick pay may accumulate to a maximum of 96 days.
- 2.4. Sick pay may be used in case of illness of the employee or a relative, as defined in other policies or by law, living in the employee's household.
- 2.5. 5 days of an employee's paid sick days per year may also be used for the care of a (step) parent or (step) child not living in the household. The Library reserves the right to request verifying documentation.
- 2.6. Employees working 24-40 hours per week, who are absent 5 or more working days, must have a doctor's release to return to work. Employees working 23 hours or less per week, who are absent for 3 or more working days, must have a doctor's release to return to work.
- 2.7. Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.
- 2.8. Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.
- 2.9. Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.
- 2.10. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals/memorial services.

3. **Holidays**

- 3.1. Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.
- 3.2. An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.
- 3.3. An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

- 3.4. If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month.

4. **Vacations**

4.1. **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by 5.

4.1.1. Librarians I, II, III, Business Manager, and Systems Administrator

A. Librarian, Business Manager or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2. Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3. Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2. **Regulations**

4.2.1. No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2. Vacation time is accrued from the first day of employment in an eligible position.

4.2.3. During the first partial year of employment, all vacation time is prorated.

4.2.4. Vacation time is credited after completion of the new employee's 6 month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5. Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.

4.2.6. Vacation time accrued during 1 calendar year may be taken after the beginning of the following calendar year.

4.2.7. Vacation time should be used in no less than ½ day increments. Exceptions may be granted only under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8. Vacation time is not cumulative from 1 year to the next.

4.2.9. Vacation leave will not accrue during unpaid leaves of absences.

5. **Funeral leave**

5.1. Staff members who qualify may have up to 3 paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, (step) grandchild or (step) parent, or the spouse of any of the above.

5.2. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals/memorial services.

6. **Paid Weather Days**

6.1. An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2. **Jury Duty**

6.2.1. The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to 8 hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2. Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. **Public Employee's Retirement Fund (PERF)**

7.1. Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator
Assistant Business Manager	

7.2. The employee's mandatory contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3. Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. **Health/life insurance**

8.1. The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2. The library will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. **Family and Medical Leave/Military Leave**

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. **Meal time**

Each employee working 7 hours or more in one day may take at least 30 minutes up to 1 hour of their own time for lunch or supper.

11. **Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of 3 ½ hours.

Employees under the age of 18, who are scheduled to work 6 or more consecutive hours must take a 30 minute break without interruption. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from

intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

Non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. Meetings and conferences

14.1. Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2. All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinar. Others must be approved by the Board.

14.3. Time spent traveling to/from and attending meetings or conferences is considered work time. When attending all day meetings, 1 hour is unpaid lunch time, unless the meeting continues through the lunch hour.

14.4. To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. Certification

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State

Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. Travel

- 16.1. The library will pay meal, lodging, and transportation expenses related to official library business.
- 16.2. Official library business includes outreach activities, banking, recycling, post office, AV Shopping, Summer Reading shopping, supply shopping, conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the 3 libraries of the Jasper County Public Library system.
- 16.3. Employees traveling on official library business may be reimbursed for meals when traveling outside of the library's service area.
- 16.4. Employees traveling on official library business may be reimbursed for mileage at the IRS approved rate. Reimbursement mileage should not include travel to and from the library board member's or employee's home and the library.
- 16.5. Employees traveling on official library business may be reimbursed for lodging and transportation expenses such as parking fees, tolls, cab fare, and air fare.
- 16.6. Claims for reimbursement must be completely itemized and supported by as many receipts as it is possible to obtain. JCPL expects the employee to exercise discretion and good business judgment with respect to those expenses; be cost conscious and spend JCPL's money as carefully and judiciously as the individual would spend his or her own funds; and report expenses, supported by required documentation, as they were actually spent.
- 16.7. Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. Appropriate dress

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and

attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. **Outside Employment**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. ~~Employees may not have outside employment while on leave (except vacation leave) from JCPL.~~

21. **Workers Compensation**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid

sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting**

Telecommuting arrangements will only be allowed at the discretion of the Director.

Adopted 10/93; revised 4/17

**RESOLUTIONS OF THE BOARD OF TRUSTEES
OF
JASPER COUNTY PUBLIC LIBRARY
REGARDING FLEXIBLE BENEFITS PLAN**

The Library presently maintains a Flexible Benefits Plan for the benefit of its eligible employees, to permit them to elect to pay their employee contributions for certain benefit plans, and the cost of coverage under certain optional benefits, from their pre-tax compensation. To ensure compliance the board desires to amend and restate the plan document for the Flexible Benefits Plan, effective as of January 1, 2017, and to that end adopts the following resolutions:

RESOLVED, that the Library hereby adopts the document titled "Jasper County Public Library Flexible Benefit Plan (As Amended and Restated Effective January 1, 2017)", a copy of which shall be filed with the minutes of this meeting in the Library's records.

RESOLVED FURTHER, that the appropriate officers of the Library are authorized and directed to take any actions and execute all documents that are, in their judgment, necessary or advisable to implement the foregoing resolution.

* * * * *

ADOPTED THIS 10th DAY OF April , 2017.

NAY

AYE

M. King
Carol L. Wilson
Deanna F. George
Natalie A. Waling
Jody Melton
Janet Hamlauf
M. J. W.

ATTEST:

Natalie A. Waling

Secretary of the Jasper County Public Library Board

JASPER COUNTY PUBLIC LIBRARY
FLEXIBLE BENEFIT PLAN

(As Amended and Restated Effective January 1, 2017)

SECTION I. INTRODUCTION

The Jasper County Public Library (the "Library") established the Jasper County Public Library Flexible Benefit Plan (the "Plan") for the benefit of its eligible employees on March 1, 1998. This document sets out the Plan's provisions in effect on January 1, 2017 ("Effective Date"), and supersedes any earlier document stating or summarizing the Plan's terms.

The Plan is a "cafeteria plan" within the meaning of Internal Revenue Code ("Code") section 125. The purpose of the Plan is to permit Eligible Employees to use a portion of their pre-tax compensation to pay their premiums for coverage under health insurance and life insurance plans offered to qualifying employees of the Library. Because the Plan provides only for payment of premiums on pre-tax basis, and because the Library is a governmental entity, the Plan is not intended to be subject to ERISA.

The "Glossary" in Section X. defines the capitalized words and terms used throughout the Plan. When you encounter a capitalized word or term, you should turn to the Glossary to find its meaning.

SECTION II. PARTICIPATION

Sec. 2.1 When Participation Begins. If you are an Employee and you did not become a Participant prior to the Effective Date, you will become a Participant on the later of (a) the Effective Date or (b) the first Enrollment Date after you become an Eligible Employee.

Sec. 2.2 When Participation Ends. You will cease to be a Participant as of the earlier of (a) the date on which the Plan terminates, or (b) the date on which you cease to be an Eligible Employee.

Sec. 2.3 Conditions for Participation in the Plan. As a condition of participation and receipt of benefits under the Plan, you must (a) satisfy the participation requirements for the Insurance Plan(s) for which you elect to pay the Employee Premium with pre-tax dollars, (b) furnish all applications, election forms, and other documents reasonably required by the Plan Administrator, and (c) observe all Plan rules and regulations.

Sec. 2.4 Election of Premium Options. As a Participant, you may elect to pay your Employee Premium from your pre-tax compensation by completing and timely submitting the election form provided by the Plan Administrator.

Sec. 2.5 Plan Payments. If you elect to purchase coverage under any Insurance Plans through this Plan, your payments for that coverage will be paid, by way of pre-tax salary reduction, on each of your regular payroll dates in the Plan Year (not including payroll dates before the election). **If the Employee Premium for the Insurance Plan increases or decreases, the Library will automatically adjust the amount withheld from your pre-tax compensation to reflect the change. If you do not complete and submit the election form, or if you affirmatively elect not to pay your Employee Premium from your pre-tax compensation, your Employee Premium will be paid from your after-tax compensation.**

Sec. 2.6 Procedure for Benefit Elections by New Participants. Within a reasonable time before you are entitled to make an election, the Plan Administrator will provide you with an election form by which you may elect to pay your Employee Premium under the Insurance Plans from your pre-tax compensation. The election form will be accompanied or preceded by this document and summaries of the Insurance Plans. If you are an Eligible Employee, you will need to indicate on the election form provided by the Plan Administrator if you wish to pay your Employee Premium for the Insurance Plans from your pre-tax compensation. To be effective, your election must be returned to the Plan Administrator within the appropriate time periods specified in the following paragraph.

When you first become a Participant, if you complete the appropriate form and the Plan Administrator receives it before the specified due date, the Plan Administrator will reduce your pre-tax compensation and have the reduction applied to pay the Employee Premium effective as of the date you become a Participant. If, however, you revoked your election under the Plan by a written notice of revocation pursuant to the "Irrevocability of Election" provisions in Section 2.8 or your election was deemed to be revoked because you ceased to be an Eligible Employee, and you become a Participant again because you are reemployed as an Eligible Employee before the end of the Plan Year in which the revocation occurred, you will not be permitted to make a new benefit election under the Plan that becomes effective before the first day of the following Plan Year. Notwithstanding the preceding provisions, your pre-tax cash compensation will not be applied to purchase benefits under an Insurance Plan until you have satisfied the requirements for participation in that plan.

Sec. 2.7 Procedure for Annual Benefit Elections. Within a reasonable time before the beginning of each Plan Year, the Plan Administrator will provide to each Participant an election form and this document. Each Participant may indicate his election on the form provided. Elections made in accordance with this subsection will be effective as of the first day of the following Plan Year, provided that you deliver the election form to the Plan Administrator before the due date specified in the election form.

Sec. 2.8 Failure to Elect. If you fail to return a completed election form to the Plan Administrator on or before the specified due date for the Plan Year in which you first become a Participant, you will be deemed to have not elected to pay your Employee Premium from your pre-tax compensation.

If you are a Participant and made (or were deemed to have made) an election for any Plan Year, and you fail to return a completed Election Form during the time provided for the

immediately following Plan Year, you will be deemed to have elected the same payment options for the immediately following Plan Year.

Sec. 2.9 Irrevocability of Election During the Plan Year. Once you make an election for a Plan Year, you are generally bound by that election for the entire Plan Year. For example, by electing to pay your Employee Premium with pre-tax dollars, you will affect your ability to discontinue paying for your coverage under the Insurance Plan during a Plan Year. If you pay your Insurance Plan premiums on an after-tax basis, you may discontinue your coverage (and payment for that coverage) at any time you find you no longer need the coverage or can no longer afford it. Once you elect to pay your premiums under this Plan for a Plan Year, however, you generally must continue to pay the elected Employee Premium on a pre-tax basis for the entire Plan Year.

You may not change your election during a Plan Year unless there is a change in your status. Changes in status include:

- (1) a change in your marital status, including marriage, divorce, death of your spouse, legal separation, and annulment;
- (2) a change in the number of your dependents, including birth, death, adoption, and placement for adoption;
- (3) a change in your, your spouse's, or your dependent's employment status, including a termination or commencement of employment, a strike or lockout, a commencement of or return from an unpaid leave of absence, a change in worksite, and any other change in employment that results in you, your spouse, or your dependent becoming eligible (or ceasing to be eligible) under the Plan or the Insurance Plan;
- (4) a dependent ceasing to satisfy eligibility requirements for coverage under this Plan or the Insurance Plan on account of attainment of age, student status, or any similar circumstance;
- (5) a change in your, your spouse's, or your dependent's residence; or
- (6) any other change that the Internal Revenue Service deems to be a change in status within the meaning of Code section 125 and the corresponding Treasury Regulations or other event that permits an election change under those Treasury Regulations.

If one of these events occurs, you will be able to change your election in a manner that is consistent with the change in status or other election change event by providing written notice of the change to the Plan Administrator on forms acceptable to the Plan Administrator. Any change in your election will be effective as of the first pay period immediately following the date on which the Plan Administrator receives your written notice.

Sec. 2.10 Benefits of Former Eligible Employees. If you terminate employment or cease to be an Eligible Employee and you are no longer eligible to participate in an Insurance Plan, your benefit election under this Plan with respect to such Insurance Plan will be deemed to be revoked and your payment of pre-tax premiums under this Plan will be terminated for the remainder of the Plan Year. If your election is revoked under this subsection, and you are reemployed as an Eligible Employee before the end of the Plan Year in which the revocation occurred, you will not be permitted to make a new benefit election under this Plan that becomes effective before the first day of the following Plan Year. More information regarding the effects of termination of employment or ceasing to be an Eligible Employee on your benefits under the Insurance Plans is set forth in the summaries of those plans.

SECTION III. PLAN ADMINISTRATION

Sec. 3.1 Plan Administrator. The Plan Administrator administers the Plan. It has the discretionary authority to interpret all Plan provisions and to determine all issues arising under the Plan, including issues of eligibility, coverage and benefits. The Plan Administrator's failure to enforce any provision of this Plan shall not affect its right later to enforce the provision or any other provisions of the Plan. The Plan Administrator may delegate some of its administrative duties to agents.

Sec. 3.2 Expenses. The Library shall bear all administrative expenses of the Plan.

Sec. 3.3 Participant Incapacitation. When any person entitled to benefits under the Plan is under a legal disability, the Plan Administrator may cause that person's benefits to be paid to his duly appointed guardian or legal representative. The payment of benefits pursuant to the preceding sentence shall completely discharge the liability of the Library for the benefits.

SECTION IV. CLAIMS PROCEDURES

Claims and reviews of claims for benefits purchased under an Insurance Plan and requests for information concerning the insurance policies, contracts, or agreements through which those benefits are provided are governed by the procedures set out in the summaries of the Insurance Plans.

SECTION V. PROHIBITION AGAINST ASSIGNMENT OF BENEFITS

You do not have the right to sell, assign, transfer, pledge or otherwise encumber any of your benefits under this Plan. This means that you cannot give your rights under the Plan as security for a loan or use them for any other purpose before you actually receive benefits under the Plan.

SECTION VI. PLAN AMENDMENT AND TERMINATION

The Library hopes and expects to continue the Plan indefinitely, but it has the right to terminate the Plan at any time or to change the Plan and the benefits provided by the Plan from time to time. No amendment (including termination), however, will affect your rights to any Plan benefits incurred prior to the amendment.

SECTION VII. FEDERAL TAX CONSEQUENCES

The Library intends that Employee Premiums paid under the Plan will be excludable from income for federal income and employment tax purposes. The Library does not, however, make any commitment or guarantee that any benefits under the Plan will be excludable from your income for tax purposes. **If the Library does not withhold taxes on your non-cash benefits under the Plan and those benefits are later found by the Internal Revenue Service to be includable in your taxable income, you will be required to reimburse the Library for the amounts that it should have withheld from your wages and for interest on those amounts.**

SECTION VIII. EFFECT OF PLAN ON YOUR SOCIAL SECURITY BENEFITS

If the Plan has the intended tax consequences, you will not be required to pay social security taxes on the amount by which your cash compensation is reduced pursuant to the Plan. As a result, it is possible that your social security benefits will be reduced slightly.

SECTION IX. EFFECT OF PLAN ON YOUR EMPLOYMENT RIGHTS

The Plan is not to be construed as giving you any rights against the Library except those expressly described in this document.

SECTION X. GLOSSARY

Whenever used in this document, the following terms, when capitalized, shall have the following meanings unless a different meaning is clearly indicated by the context:

“Code” means the Internal Revenue Code of 1986, as amended from time to time, and its interpretive rules and regulations.

“Effective Date” means January 1, 2017.

“Eligible Employee” means an Employee who satisfies the eligibility and service requirements set forth in any Insurance Plan.

“Employee” means any person employed by the Library as a common law employee.

“Employee Premium” means any portion of the cost of coverage under any Insurance Plan that an Employee must pay.

“Enrollment Date” means the Effective Date and each regular payroll date after the Effective Date.

“ERISA” means the Employee Retirement Income Security Act of 1974, as amended from time to time, and its interpretive rules and regulations.

“Insurance Plan” means any medical, vision, dental or life insurance plans offered to employees of the Library. As of January 1, 2017, the Insurance Plans consist of health and life benefits insured by Anthem Insurance Company, dental benefits insured by Delta Dental, vision benefits insured by VSP, and supplemental insurance policies insured by AFLAC.

“Library” means the Jasper County Public Library.

“Participant” means any Eligible Employee who has satisfied the participation requirements of the Plan and has not become ineligible to participate. The term “Participant” includes former Participants, if the context so requires.

“Plan” means the Jasper County Public Library Flexible Benefit Plan, as set forth in this instrument and as amended from time to time.

“Plan Administrator” means the Library, acting through its authorized delegates.

“Plan Year” means the annual period of coverage under the Insurance Plans. The Plan Year for group health and group life insurance is December 1 – November 30. The Plan Year for group vision, group dental, and all AFLAC plans covered under Code section 125 is January 1 – December 31.



What is TrustINDiana?

The purpose of the TrustINDiana program is to provide all Indiana local units of government the opportunity to invest in a common pool of investment assets that strives to preserve the principal of the public's funds, remain highly liquid, and to maximize the return on investments. TrustINDiana only invests public sector funds in securities and other investments, which are legally permitted pursuant to Indiana State Law and in a manner further defined by the program investment policy. There is no minimum for investing in TrustINDiana, nor are there transaction fees.

Who oversees and manages TrustINDiana?

TrustINDiana was authorized by the Indiana General Assembly's passage of Indiana Code § 5-13-9-11 during its 2007 session. The Indiana Treasurer of State (TOS) has been designated by statute to oversee the management of TrustINDiana. The TOS is responsible for selecting the Administrator and Investment Advisor. Currently, The TOS retains the services of Public Trust Advisors, LLC (Public Trust), located in Denver, CO. Public Trust specializes in the management of local government investment pools like TrustINDiana. The TOS approves the program's investment policy, all investment securities for TrustINDiana are legally permitted pursuant to Indiana law.

How can you participate in TrustINDiana?

Participation in TrustINDiana is available to any Indiana local unit of government or the State of Indiana. Enrolling in TrustINDiana is simple, follow these steps:

1. Complete and submit the registration form (available at www.trustindiana.in.gov) to TrustINDiana Client Services
2. After we review and approve the above documents, you will receive confirmation that you have been accepted as a TrustINDiana Participant.

What Features Does TrustINDiana Offer?

As a TrustINDiana Participant, you have access to many convenient features:

- Same-day availability of funds 2:00 p.m. EST Cut-off
- Deposits by wire or ACH
- Secure online access for transactions and account statements
- Professionally managed portfolio
- Competitive daily rates
- Unlimited sub-accounts
- No minimum balance requirements
- No transaction fees*
- Audited annually by an independent auditing firm**
- Direct deposit of state and federal payments
- Dedicated Client Representatives available via phone, fax or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no fees charged from TrustINDiana for such transactions. **External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are TrustINDiana's objectives?

Safety

The primary investment objective of TrustINDiana is the safety of public funds. The TrustINDiana investment policy emphasizes safety, and invests public sector funds only in securities allowed by Indiana law. The custodian for all TrustINDiana investment holdings is The Bank of New York Mellon, and the fund is audited annually by an independent auditing firm.

Liquidity

When you invest with TrustINDiana, you have access to your funds on any business day. You must notify TrustINDiana of your funds transaction requests by 2 p.m. EST via the internet, phone or fax. By offering daily liquidity, we provide you with the flexibility you need to meet your daily cash needs.

Convenience

Superior service is one of the trademarks of TrustINDiana. We offer many features that make it easy for you to access your account(s), simplify your record keeping, and manage your public funds efficiently. Participants may make account transactions on any business day, using the TrustINDiana toll-free phone number, (888) 860-6242, toll-free fax number, (888) 860-0963, email, (clientservices@trustindiana.in.gov), or via the MYACCESS online transaction portal at www.trustindiana.in.gov.

Flexibility

You may establish multiple TrustINDiana accounts to track and parallel your own internal fund accounting structures. You will receive comprehensive monthly statements on-line or via e-mail that show all of your transaction activity, interest postings and rate summaries. These statements have been specifically designed to facilitate public-sector fund accounting and to establish a clear accounting and audit trail for your investment records.

Competitive Returns

TrustINDiana's philosophy has always been to provide very competitive returns while adhering to all objectives of safety and liquidity. Our portfolio managers are professionals with solid experience in public funds management. TrustINDiana maintains a low management fee structure to facilitate a competitive yield on the investment portfolio.

Legality

TrustINDiana invests only in investments legally permitted under Indiana State Law.

Contact

Cindy Barger, Director of TrustINDiana
cbarger@tos.in.gov
(317) 232-0139



*Any financial and/or investment decision should be made only after considerable research, consideration and involvement with an experienced professional engaged for the specific purpose. Of course, past performance is not an indication of future performance. Any financial and/or investment decision may incur losses.

LOCAL GOVERNMENT INVESTMENT POOL

Rate History

TrustINDiana Rate History						
January 2017						
Date	Daily Rate	YTD Yield (%)	7-Day Yield (%)	WAM Days to Reset	WAM Days to Final	Daily Dividend
01/01	0.59	0.59	0.61	31	34	0.000016218528
01/02	0.59	0.59	0.60	31	34	0.000016218528
01/03	0.59	0.59	0.60	31	34	0.000016098728
01/04	0.61	0.60	0.60	33	36	0.000016806261
01/05	0.63	0.60	0.60	32	35	0.000017274535
01/06	0.63	0.61	0.61	32	35	0.000017277766
01/07	0.63	0.61	0.61	32	35	0.000017277766
01/08	0.63	0.61	0.62	32	35	0.000017277766
01/09	0.63	0.62	0.62	31	34	0.000017321603
01/10	0.65	0.62	0.63	33	36	0.000017696350
01/11	0.65	0.62	0.64	35	37	0.000017723020
01/12	0.69	0.63	0.64	34	37	0.000018901792
01/13	0.67	0.63	0.65	34	36	0.000018315043
01/14	0.67	0.63	0.66	34	36	0.000018315043
01/15	0.67	0.64	0.66	34	36	0.000018315043
01/16	0.67	0.64	0.67	34	36	0.000018315043
01/17	0.67	0.64	0.67	32	34	0.000018242081
01/18	0.66	0.64	0.67	32	34	0.000018134709
01/19	0.67	0.64	0.67	31	34	0.000018424170
01/20	0.67	0.64	0.67	31	33	0.000018289385
01/21	0.67	0.64	0.67	31	33	0.000018289385
01/22	0.67	0.65	0.67	31	33	0.000018289385
01/23	0.67	0.65	0.67	29	32	0.000018263020
01/24	0.66	0.65	0.67	29	31	0.000018177963
01/25	0.67	0.65	0.67	29	31	0.000018237613
01/26	0.67	0.65	0.67	29	31	0.000018466171
01/27	0.67	0.65	0.67	29	30	0.000018233359
01/28	0.67	0.65	0.67	29	30	0.000018233359
01/29	0.67	0.65	0.67	29	30	0.000018233358
01/30	0.67	0.65	0.67	27	29	0.000018306431
01/31	0.70	0.65	0.67	28	30	0.000019090088

Rates Disclaimer (<https://www.trustindiana.in.gov/rates-disclaimer>)

LOCAL GOVERNMENT INVESTMENT POOL

Rate History

TrustINDiana Rate History

February 2017

Date	Daily Rate	YTD Yield (%)	7-Day Yield (%)	WAM Days to Reset	WAM Days to Final	Daily Dividend
02/01	0.68	0.65	0.67	27	29	0.000018607109
02/02	0.68	0.65	0.67	27	29	0.000018622105
02/03	0.63	0.65	0.67	23	25	0.000017349703
02/04	0.63	0.65	0.67	23	25	0.000017349703
02/05	0.63	0.65	0.66	23	25	0.000017349703
02/06	0.64	0.65	0.66	27	30	0.000017585622
02/07	0.65	0.65	0.65	30	33	0.000017763558
02/08	0.66	0.65	0.65	36	40	0.000018129819
02/09	0.67	0.65	0.65	36	40	0.000018245931
02/10	0.66	0.65	0.65	36	39	0.000018040075
02/11	0.66	0.65	0.65	36	39	0.000018040075
02/12	0.66	0.65	0.66	36	39	0.000018040074
02/13	0.68	0.65	0.66	35	38	0.000018482879
02/14	0.68	0.65	0.67	37	41	0.000018732715
02/15	0.68	0.66	0.67	37	40	0.000018744288
02/16	0.68	0.66	0.67	36	40	0.000018724220
02/17	0.68	0.66	0.68	36	39	0.000018737122
02/18	0.68	0.66	0.68	36	39	0.000018737122
02/19	0.68	0.66	0.68	36	39	0.000018737122
02/20	0.68	0.66	0.68	36	39	0.000018737122
02/21	0.66	0.66	0.68	34	38	0.000018195116
02/22	0.67	0.66	0.68	34	37	0.000018392339
02/23	0.67	0.66	0.68	33	37	0.000018373420
02/24	0.67	0.66	0.68	33	36	0.000018377009
02/25	0.67	0.66	0.67	33	36	0.000018377009
02/26	0.67	0.66	0.67	33	36	0.000018377009
02/27	0.68	0.66	0.67	33	36	0.000018661358
02/28	0.68	0.66	0.67	33	36	0.000018648992

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LOCAL GOVERNMENT INVESTMENT POOL

Rate History

TrustIndiana Rate History

March 2017

Date	Daily Rate	YTD Yield (%)	7-Day Yield (%)	WAM Days to Reset	WAM Days to Final	Daily Dividend
03/01	0.65	0.66	0.67	32	35	0.000017897055
03/02	0.66	0.66	0.67	32	35	0.000018142282
03/03	0.66	0.66	0.67	31	34	0.000018107038
03/04	0.66	0.66	0.67	31	34	0.000018107038
03/05	0.66	0.66	0.67	31	34	0.000018107038
03/06	0.67	0.66	0.66	31	34	0.000018339238
03/07	0.65	0.66	0.66	31	34	0.000017746057
03/08	0.65	0.66	0.66	30	33	0.000017866074
03/09	0.68	0.66	0.66	31	34	0.000018480561
03/10	0.64	0.66	0.65	30	33	0.000017580455
03/11	0.64	0.66	0.66	30	33	0.000017580455
03/12	0.64	0.66	0.65	30	33	0.000017580455
03/13	0.64	0.66	0.65	29	31	0.000017565905
03/14	0.64	0.66	0.65	29	31	0.000017573063
03/15	0.64	0.66	0.65	28	31	0.000017574663
03/16	0.71	0.66	0.65	28	31	0.000019327453
03/17	0.71	0.66	0.66	28	30	0.000019307599
03/18	0.71	0.66	0.67	28	30	0.000019307599
03/19	0.71	0.66	0.68	28	30	0.000019307599
03/20	0.71	0.66	0.69	27	29	0.000019403086
03/21	0.72	0.66	0.70	26	29	0.000019626881
03/22	0.71	0.66	0.71	26	29	0.000019570984
03/23	0.71	0.66	0.71	25	28	0.000019482441
03/24	0.72	0.66	0.71	25	28	0.000019641805
03/25	0.72	0.67	0.71	25	28	0.000019641805
03/26	0.72	0.67	0.71	25	28	0.000019641805
03/27	0.70	0.67	0.71	25	27	0.000019259278
03/28	0.73	0.67	0.72	26	28	0.000020027184
03/29	0.72	0.67	0.72	25	27	0.000019682260
03/30	0.73	0.67	0.72	25	27	0.000019894566
03/31	0.72	0.67	0.72	25	27	0.000019787068

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LOCAL GOVERNMENT INVESTMENT POOL

Rate History

TrustINDiana Rate History						
April 2017						
Date	Daily Ratio (%)	YTD Yield (%)	7-Day Yield (%)	WAM Days to Reset	WAM Days to Final	Daily Dividend
04/01	0.72	0.67	0.72	25	27	0.000019787068
04/02	0.72	0.67	0.72	25	27	0.000019787068
04/03	0.71	0.67	0.72	24	26	0.000019541200
04/04	0.72	0.67	0.72	25	27	0.00001903866

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**Director's Report
March 2017**

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policy Review: Our Personnel Policy is up for review in April. Revisions are recommended. Please see R 10. As per policy we increase the salary minimums in odd numbered years so this is the year to do that. We have added 'memorial services' to the policy in conjunction with 'funerals' because memorial services are becoming more common, and we wish to eliminate any confusion about leave being allowed for memorial services. We added 'Business Manager' to section 4.4.4 A as it was accidentally omitted (it is included in the header for the section). We added some language in the Travel section because the State Board of Accounts is looking for a bit more travel policy detail. We added a phrase to Section 16.4 that is out of our accounting manual and added a phrase to Section 16.6 that we found in a neighboring library's policy and liked. We do not have any problems with staff overspending or abusing reimbursement, but we think it is good to remind them of their responsibility to exercise discretion and good business judgment. We struck a sentence from Section 20. At a recent FMLA workshop we learned that this kind of phrase can be problematic and is not recommended. **If you approve the Consent Agenda items, you will approve revising the Personnel Policy as presented.**

Advance Tax Draw: To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw. **If you approve the Consent Agenda you will approve our requesting an Advance Tax Draw.**

Workshop Request: I am requesting permission to send 4 staff to TLC University in Louisville, Kentucky, November 5-8. Cost to attend is \$249 per person which includes session materials, three breakfasts, two lunches, and more. TLC is our automated system vendor so this is valuable training for us. Staff who has attended previously always express excitement about and appreciation for this conference. In order to capture the \$249 rate per person we had to register by March 17 so staff has already registered, and I am seeking permission after the fact. Since you have always approved our attending this conference in the past and that registering by March 17 saves us \$100 per registration, I did not think you would mind our registering prior to approval. They did not give us very much advance notice about the Super Early Bird discount, so I missed getting this to you at our March meeting. **If you approve the Consent Agenda you will approve 4 staff attending TLC University in Louisville, Kentucky, November 5-8.**

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General Business:

Annual Impacts - Report of DeMotte Branch Librarian and Youth Services Librarian: Debbie Kristoff and Rachel Wilkinson will present their Annual Impact Reports at the March Board meeting, reporting on adult and youth services.

Section 125 Amendment/Restatement: We received a memo from our health insurance agent that stated: Pre-Tax Premiums. *If you are withholding the employee's portion of their premium pre-tax you should have a Premium Only Plan (POP) in place. This document is mostly a formality, but is necessary in order to take advantage of the pre-tax arrangement.* Neither Rayann nor I were in our positions when the library embarked upon our Section 125 pre-tax option. So we educated ourselves about the ins/outs of Section 125 Plans, reading general information online and reviewing the library documentation and processes. In addition I contacted our employment law attorney and requested a crash course on Section 125 plans and asked our attorney to review our documentation and procedures. We have learned a lot. After a review of our documentation, our attorney advises that we amend and restate the plan as there have been a few changes to the law. I have included a copy of the Flexible Benefit Plan in your packet. Please see R 25. A board vote is required to amend and restate the plan document.

Trust Indiana: Our Accounting Practices for 2017 state that the Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library. For the past 11 years I have been doing that. In October 2016 Rayann and I attended a 2016 Public Funds Management Seminar presented by Treasurer of State, Kelly Mitchell of TrustIndiana. At that seminar we learned about TrustIndiana, an investment option for local governments. Since attending the seminar we have further looked at this option and have spoken with Cindy Barger, TrustIndiana Director. We feel that joining TrustIndiana would be beneficial for the library. We feel that this would be an easy and safe way for the library to invest. Investments are managed, legally permissible by law, and fluid. We can get money when we need it, but when we don't immediately need it, it can be working for us. The return on investment (rates) is better than our sweep account and comparable to recent CD investments. TrustIndiana provides good reports that clearly show investment returns and our account status. Unlimited accounts can be established at no cost. This would prove helpful as we do have several funds: Operating, LIRF, and Rainy Day. There are no limits on the dollar amounts going in or coming out, and it is easy to set things up. Please see R 35 for a brief two page summary that explains objectives and features and 2017 rate sheets. I recommend that the library join TrustIndiana. A board vote is required.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Janet Umlauf, chair of the director's evaluation committee. Janet will need to provide you with a deadline so that the committee

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can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Deana George and Janelle Harper also serve on this committee.

Director's Report

Appraisals for the properties on which you are exercising real estate option agreements are in process.

Our insurance agent has received renewal numbers for our building insurance package for the library. At first look, he reported an increase in cost, but later reported that he had miscalculated and thought it would be a modest to flat increase. He is still processing the information and will bring firm numbers to us soon, perhaps on Friday, April 7. We will meet to review the policies and details. Our building insurance renews April 15. I will update you at our April meeting.

Last year Dr. Henry Scheele, Purdue University professor of communication and author, donated his papers/research on Congressman Charlie Halleck to us because he felt our library would be the best place for scholars who wanted to do research on Congressman Halleck to find these valuable resources. Local resident and county councilman Paul Norwine knows Dr. Scheele personally and was instrumental in this donation. I asked Mr. Norwine to share in his own words, why this collection is unique and significant. Here is a portion of what he shared: "I want to start by saying that Charlie Halleck is the most influential person who ever lived in Jasper County, period! Quietly, the Honorable Michael Kanne, of the U.S. Court of Appeals for the Seventh Circuit (one step away from the Supreme Court) is in the conversation, but all others are light years behind.

Charles Abraham Halleck was born in DeMotte in 1900 and graduated from Rensselaer High School. He graduated number one in his law school class at I.U. He was the prosecuting attorney for Jasper County prior to replacing deceased Representative Landis in a special election. Halleck was the U.S. Majority leader in the House of Representatives and also the Minority leader. He chose Hartley to draft the Taft-Hartley Act, which is the boilerplate for labor relations. He was one of a very small group in the room with President Kennedy during the Cuban Missile Crisis, and maybe more importantly he is credited by LBJ press secretary, George Reedy, as being the reason that LBJ was able to get enough votes in the House to be able to pass the Civil Rights Act of 1964. Senator Richard Lugar spent 36 years in the U.S. Senate, Representative Lee Hamilton spent 34 years in the U.S. House, and Ray Madden spent 34 years as well. They were chairmen of committees, but never were leaders in the Senate or House as Majority or Minority leader. Halleck in his 34 years spent much of it as either the Majority or Minority leader. Dr. Henry Scheele spent parts of seven decades at Purdue University in the School of Communications retiring in May of 2011. The collection that you have is his research while Charlie Halleck was in office and after he left office. The Dean of the School of Liberal Arts at Purdue, Dean Ogle, suggested to Dr. Scheele should write the definitive biography on Halleck after he passed. Hank Scheele never did do that and now at his age (83) he has decided that part of his career is over, but he did continue to collect material and write about Halleck and give academic presentations on Charles

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Abraham Halleck. ...it is Dr. Scheele's vision that the material can be used for research papers, Masters Thesis, and possibly that definitive biography on Charlie Halleck." Needless to say we are pleased to receive these materials. We have been busy getting familiar with the items and have planned an Informational Program/Thank You Reception for May 16, 2017. Jasper County Historian, Judy Kanne, and Paul Norwine will co-present, sharing their knowledge of Charlie Halleck. Our Genealogy Specialist, Melissa Smith, will talk about items we have in our collection, emphasizing some of the new items that Dr. Scheele has donated and thanking him for his donation. Dr. Scheele will also make informal remarks. The program will be held in our meeting room at 6pm CT and light refreshments will be served. In addition we will have a display of Charlie Halleck items in our display case located in our Genealogy department.

On Friday, March 3 staff from Purdue University facilitated a community stakeholders meeting at the Fairgrounds to discuss community needs and resources in light of St. Joseph's College recent announcement regarding their suspension of operations. At the March 3rd meeting I, along with others in attendance, received a short report about the college's status and then broke into small groups to discuss who in our community would be affected and to name recognized community needs. At the conclusion of the March 3rd meeting the group determined that they wished to continue the conversation by convening three small groups - a Government/Public Sector group, a Community group, and a Small Business group to bring others up to speed, discuss possible impacts, and consider ways to adapt. Bryan Overstreet and I volunteered to facilitate the Community Group meeting which was held on March 23. We considered two questions - How will the suspension affect the community at large? How can we engage the public effectively to adapt to this change? Named impacts included: economic impacts; the loss of the use of the grounds, art exhibit space, and wellness and reception facilities; the loss of cultural events such as plays, concerts and sporting events; the loss of St. Joseph's College students who serve as volunteers, interns, student teachers, and employees in local businesses; the loss of partnering opportunities with faculty, staff, and students on various community initiatives, including charitable ones; the loss of academic library resources; the loss of summer camp opportunities (including art, band, and science); and concerns with what will happen to the grounds and facilities. We all agreed that good communication and engagement are key to effective adaptation. While the reason for holding this meeting is sad and concerning, I find it very valuable and energizing to sit at the table with other community leaders to discuss community needs.

I attended Indiana Library Day at the Statehouse on Tuesday, March 14. Statehouse Day is a time for advocacy and a time to celebrate Indiana libraries. It is a time to learn about important legislation that impacts all types of libraries and a time to meet with our legislators. I did have a chance to meet with Representative Sharon Negele who currently sits on the House Ways and Means Committee. I thanked her for supporting increased funding for Internet connectivity for schools and libraries that was included in the House budget. Sadly the increase in funding is not being supported on the Senate side.

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Rayann, Donna, and I are collaborating on Staff Handbook revisions which will be distributed in May. This is a time consuming but necessary endeavor.

We have evaluated our telephone equipment that is over ten years old. We have quite a few telephones that are deficient in some way. After we get through the April board meeting and bill pay we will contact our telephone vendor to discuss next steps.

National Library Week will be celebrated April 10-15. Special events include: daily prize giveaways for adults and a coloring contest for children, ages 3-11. I have recorded a radio spot for WLQI about our plans. The theme this year is *Libraries Transform*. In the radio spot I shared that we transform our communities in a variety of ways – by providing digital access cards to students, one-on-one assistance with electronic devices, digitized yearbooks and other local history materials, and our 1000 Books Before Kindergarten reading program for example. I also highlighted some programs occurring in our library that week: Friends of DeMotte Library Book Sale, a Rensselaer Teen program, and a Wheatfield After School Program. We were hoping to launch Wifi Hot Spot Checkout during National Library Week, but it seems that hot spots will be launched around May 1 in consideration of required set-up, testing, and cataloging. We lost a month due to the fact that Sprint neglected to tell us about the interlocal agreement that needed board approval. I suggested that we name our hot spots – InformEnrichEmpower – our mission statement!

We have received word from the Jasper Foundation that we will receive distributions from two funds: \$737 from the Fendig Fund and \$125 from the Jasper County Public Library Fund. I will share this news with our Management Team and we will discuss ways to use these gifts.

Last September our Rensselaer maintenance staff noticed a slight sinkhole on the north side of our property located near a manhole. We called the city to alert them as we concluded this might be related to the Macon (sp?) Ditch that runs across our property. They hurried over to have a look, reported that it was indeed their issue that they would correct and then fill in our sinkhole. We never heard another word from the city although they did place a barrier over the sinkhole so no one would step into it. I was prepared to call the city April 1 to check-in. In the meantime Rayann read in the local blog, Rensselaer Adventures, that the Board of Public Works had met and had discussed a need to install a liner in a sewer pipe from the library to the lift station. We assume this might be related to our sinkhole. We have seen a lot of city workers standing in our yard, looking into manholes, and talking.

Last month Eagle Scout Kyle Eenigenburg presented his binder detailing the veterans that are buried in Jasper County cemeteries. Since the meeting he has provided this content on a flash drive which means we can provide digital access to this valuable collection. News of this donation has been reported in the local press, including a picture of Kyle presenting to President Jody.

Children's Librarians have been hard at work on Summer Reading plans-ordering supplies, scheduling performers, and preparing for school visits. This year's theme is Build a Better World for all ages.

Books to Bridge the Region plans for 2017 are underway. Northwest Indiana will be encouraged to read specific books and attend associated programs and events later this year.

System Administrator News

Sheila reports that she sent HGAC/Sprint signed paperwork and PO to get going on hot spot purchase. She continued to try to stop a neighbor from stealing the Rensselaer Library's wireless, creating a list of 7 options to block him with pros and cons for each. This is what we tried first: disabled wireless DHCP server on Sophos (DHCP server hands out temporary IP addresses so patrons can access our wireless). Set DHCP server up on Sheldon server because it can filter and block MAC addresses that start with "02". Unfortunately, our neighbor set a static IP address to get around this. We knew this was a possibility, but we are trying the options that have least impact on patrons/staff and that have low cost. We have an email into Meraki to see if we can block static IP addresses from our wireless network. This isn't an unusual request...by picking a random IP address and setting it on his PC, he could pick one that is already being used, which would conflict with another patron's use of our wireless. Additionally she created a staff Marketing Calendar at Mel's request and added all of the events/celebrations that she and I discussed when we were working on the beginnings of the social media policy. Mel added to this by inserting links to information on the events and links to artwork. She also continued working on getting tax exempt purchases for iTunes songs. It isn't possible as Apple considers libraries a business rather than educational, and they don't offer tax-exempt purchases to businesses.

Technical Services News

Becky reports, "The 10-Day Challenge work group met, and made the following changes: discontinuation of AV shopping trips, and implementation of Midwest Tape accounts and purchasing via their website. Peggy Michelin, Rayann Gilmore, and I met to discuss the new Midwest Tape Initiative. We had used Midwest before, so there were some old accounts set up. We got rid of those for people who no longer worked here, and set up accounts for Rayann, Peggy, and myself. Then we set up accounts for each of the AV selectors (Kim D., Carolyn D., and Melissa S.) and each of the children's selectors (Sheree B., Rachael C., and Janice W.). I then sent a letter out to these people telling them about the account, and asking them to make a small cart of no more than 10 items. I gave them until the next order due date: April 14th. The Midwest online "webinar" instructions were not very exhaustive, and we really aren't sure what things will look like when an actual order is placed, so we wanted to start small, and see how it goes. I also told them if they liked using B&T better, they could stay with B&T for all orders. Midwest is just another option, since AV shopping is being done away with. Other changes we have made are to the Graphic Novels collections. All Graphic Novels are being placed in yaFIC, jFIC, or adult FIC. We

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are working toward our goal to improve turn-around time for items selected for our collection.”

DeMotte Library News

Debbie reports, “Herb Stepherson, author of Junkbox Diaries: A Day in a Life of a Heroin Addict, visited DeMotte Library to share his story about his experiences with drugs. He talked and shared from his heart and his own personal experiences. There were many in attendance. Afterwards he took time to meet and greet each person and talk with them. This was a program that we boosted on Facebook – there were people in attendance that we have not seen in the library before but learned of the event through Facebook – a prosecuting attorney came from Cass County to hear him speak (and also learned about the event through Facebook). The boost really seemed to touch people with our program offering beyond our local citizens. It was exciting to have local citizens and others from out of the area attend this current-topic program... On March 29th at 2:00 in the afternoon our library was alive with children and adults. We had 17 patrons in the adult area searching for items to enrich their lives. We had 27 patrons in the children's area reading books together, playing games, using the magnetic board, and doing puzzles. One child was even counting all the various items she could find on our bulletin boards. It was very exciting to see our library as a destination for an afternoon of delight.

Rensselaer Library News

Linda reports, “The building is holding up well. We are in the process of updating furniture and trash receptacles in the staff lounge and experienced one small HVAC leak, a VAV valve dripping in the magazine storage area. Brandon from Precision will come out and make repairs. Simplex came and inspected the fire alarm system. We offered our regular programming, and Cook the Book met for Appetizers! Always a hit... Mel attended the Ladies Literary meeting this month, sharing library information. Melissa S watched a webinar on WWI records for genealogy.”

Linda attended the Community Group Meeting regarding SJC suspension and its impact on Jasper County.

Wheatfield Library News

Evie reports, “March included a lot of sickness at our branch, so staff had to do some schedule switching and cover extra responsibilities. I'm so glad they're such an understanding and caring group! We held our typical adult programs – health screenings, book discussion, and movie, but Carolynn also attempted two new programs – an adult game night (which, unfortunately, was canceled due to low registration) and a new book discussion at Somethin's Brewin'. The book discussion had three attendees, and we are hopeful that it will continue to grow as word gets out. Yoga was also offered during Story Time sessions, and while the attendance for those was disappointing, we are hoping to get regular nightly classes going again, which was very popular when we previously offered them! I was provided the opportunity to attend the Jasper Foundation's Celebration

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Dinner, representing the library. I enjoyed the evening and was honored to thank the foundation personally for the funds offered through a grant that allowed us to purchase new charging stations/towers."

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

March 31, 2017

	<u>Beginning 2017 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$690,256.72	\$184,590.35	\$523,211.69	\$67,982.87	\$226,940.75	\$393,985.78
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$2,940.70	\$3,369.48	\$1,808.07	\$6,272.13	\$17,204.00
DeMotte	\$3,743.26	\$217.34	\$372.76	\$25.00	\$2,790.00	\$6,160.50
Rensselaer	\$8,743.11	\$2,565.41	\$2,822.21	\$804.50	\$2,503.56	\$8,424.46
Wheatfield	\$1,814.98	\$157.95	\$174.51	\$978.57	\$978.57	\$2,619.04
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$15.41	\$45.22	\$181,399.57
Bond & Interest Redemption Fund	\$148,083.44	\$0.00	\$165,066.25	\$0.00	\$0.00	(\$16,982.81)
Rainy Day Fund	\$2,622,356.36	\$1,350.00	\$1,682.50	\$222.70	\$653.79	\$2,621,327.65
Includes Investments of:						
State Technology Fund Grant Fund	\$0.00	\$1,621.50	\$3,243.00	\$0.00	\$16,333.34	\$13,090.34
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$0.00	\$26,792.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$216.62	\$0.00	\$198.72	\$28.37	\$57.07	\$74.97
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,314.77	\$22,888.30	\$7,314.77	\$22,888.30	\$0.00
FICA Tax Collected	\$0.00	\$7,030.38	\$21,853.94	\$7,030.38	\$21,853.94	\$0.00
State Tax Collected	\$3,329.68	\$3,487.74	\$10,098.97	\$3,215.46	\$9,984.70	\$3,215.41
County Tax Collected	\$2,486.68	\$2,678.45	\$7,660.61	\$2,435.47	\$7,609.45	\$2,435.52
Deferred Comp.	\$0.00	\$1,990.00	\$5,970.00	\$1,990.00	\$5,970.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,568.48	\$10,569.59	\$3,568.63	\$10,567.91	\$62.71
Employee Life Insur.	\$0.36	\$181.35	\$545.05	\$181.34	\$545.02	\$0.33
Employee INPRS	\$0.00	\$2,930.91	\$9,039.58	\$2,930.91	\$9,039.58	\$0.00
Garnishments	\$0.00	\$160.34	\$400.85	\$160.34	\$400.85	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$219,844.97	\$812,590.53	\$98,884.72	\$339,162.05	\$3,228,992.39

Bank Balances
Jasper County Public Library
Report as of: 3/31/17

<i>Bank</i>		
1	Alliance Bank	\$3,228,722.39
2	Cash On Hand	\$270.00
<i>Total all banks =</i>		<i>\$3,228,992.39</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 3/1/17 To 3/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>1. Personal Services</i>								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$5,798.00	\$17,309.93	\$16,720.60	\$52,266.07	24.9
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$82,890.83	\$258,013.70	\$268,516.08	\$823,133.30	23.9
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$6,346.11	\$19,639.48	\$20,109.57	\$71,103.52	21.6
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,030.38	\$21,853.94	\$22,661.46	\$73,118.06	23.0
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$0.00	\$779.84	\$310.04	\$6,233.16	11.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$8,481.78	\$26,250.83	\$27,316.16	\$82,821.17	24.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$10,051.01	\$30,346.53	\$32,693.47	\$120,489.47	20.1
Subtotal	\$1,603,359.00		\$1,603,359.00	\$120,598.11	\$374,194.25	\$388,327.38	\$1,229,164.75	23.3
<i>2. Supplies</i>								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$227.53	\$227.53	\$0.00	\$372.47	37.9
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$608.99	\$1,631.46	\$2,104.56	\$6,868.54	19.2
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$722.22	\$1,484.12	\$935.83	\$5,015.88	22.8
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$913.57	\$1,483.01	\$1,190.21	\$6,516.99	18.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$199.99	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$68.22	\$400.00	0.0
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$253.45	\$276.41	\$94.91	\$723.59	27.6
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$2,904.93	\$4,279.80	\$2,504.08	\$11,220.20	27.6

F3a

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$5,630.69	\$9,382.33	\$7,097.80	\$32,667.67	22.3
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$190.00	\$7,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$16.32	\$640.96	\$619.25	\$25,923.04	2.4
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$0.00	\$0.00	\$3,834.00	\$25,427.00	0.0
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$13,500.00	\$16,500.00	\$13,000.00	\$100.00	99.4
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$723.53	\$1,639.61	\$1,166.35	\$2,160.39	43.1
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$297.16	\$3,000.00	0.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,164.54	\$2,916.16	\$3,151.12	\$17,083.84	14.6
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$335.53	\$1,508.89	\$1,374.65	\$6,991.11	17.8
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$145.12	\$229.41	\$251.22	\$1,770.59	11.5
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$0.00	\$1,621.50	\$0.00	\$74,998.50	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$357.89	\$357.89	\$173.90	\$242.11	59.6
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$815.20	\$815.20	\$0.00	\$984.80	45.3
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$262.00	\$300.00	0.0
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$5,080.00	\$3,645.00	\$21,920.00	18.8
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,567.35	\$7,699.30	\$4,968.43	\$37,300.70	17.1
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$7,127.54	\$19,589.89	\$18,134.48	\$80,410.11	19.6
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$232.25	\$685.18	\$924.50	\$3,314.82	17.1
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$588.29	\$1,755.77	\$1,776.89	\$5,744.23	23.4
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$4,194.32	\$6,349.07	\$5,573.60	\$110,820.93	5.4
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$103.95	\$182.85	\$176.85	\$117.15	61.0
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$36.00	\$257.00	\$253.00	\$1,943.00	11.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.0
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$138.28	\$23,766.53	\$23,100.71	\$90,466.47	20.8
Subtotal	\$689,506.00		\$689,506.00	\$31,046.11	\$91,595.21	\$82,873.11	\$597,910.79	13.3
<i>4. Capital Outlays</i>								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$1,457.75	\$4,353.24	\$2,310.30	\$78,270.76	5.3
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	(\$107.50)	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$14,847.63	\$25,450.04	\$32,346.56	\$134,549.96	15.9
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$3,773.24	\$6,488.27	\$5,796.22	\$18,511.73	26.0
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$7,236.82	\$11,640.85	\$5,684.28	\$48,359.15	19.4
Subtotal	\$327,624.00		\$327,624.00	\$27,315.44	\$48,039.90	\$46,244.86	\$279,584.10	14.7
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$184,590.35	\$523,211.69	\$524,543.15	\$2,139,327.31	19.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3d

Appropriation Report for 151 RAINY DAY FUND
Jasper County Public Library

Report Date: From 3/1/17 To 3/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$1,350.00	\$1,682.50	\$0.00	(\$1,682.50)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.0
Subtotal	\$5,000.00		\$5,000.00	\$1,350.00	\$1,682.50	\$0.00	\$3,317.50	33.7
<i>4. Capital Outlays</i>								
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$51,195.00	\$0.00	\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
Subtotal	\$51,195.00		\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
Grand Total	\$56,195.00	\$0.00	\$56,195.00	\$1,350.00	\$1,682.50	\$0.00	\$54,512.50	3.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155 STATE TECHN.FUND GRANT
Jasper County Public Library

Report Date: From 3/1/17 To 3/31/17

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>								
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,621.50	\$3,243.00	\$3,243.00	(\$3,243.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,621.50	\$3,243.00	\$3,243.00	(\$3,243.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,621.50	\$3,243.00	\$3,243.00	(\$3,243.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List
Jasper County Public Library

Report Date: From **3/1/17** To **3/31/17**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35272	158	AFFORDABLE ALTERNATIVES	3/13/17	7 day loan labels	\$79.09
35273	159	ANTHEM BLUE CROSS BLUE	3/13/17	Health Insurance premiums- March 2017	\$12,251.16
35274	160	ANTHEM LIFE	3/13/17	Life Insurance premiums- March 2017	\$98.28
35275	161	BRODART CO.	3/13/17	Subject classification labels	\$38.79
35276	162	CENTURYLINK	3/13/17	Rens: Local Phone & Fax Service- March 2017	\$419.31
35277	163	CENTURYLINK	3/13/17	Long distance phone service- February 2017	\$15.55
35278	164	CHICAGO TRIBUNE	3/13/17	Rens: Newspaper subscription Acct# 10433615	\$402.48
35279	165	CULLIGAN WATER CONDITIO	3/13/17	Wh: Water Cooler Rental-March 2017	\$11.95
35280	166	DELTA DENTAL	3/13/17	Dental Insurance premiums- March 2017	\$534.78
35281	167	DEMCO	3/13/17	Subject classification labels, glue brushes, H-bands, circextender2x polypropylene laminate	\$118.79
35282	168	DONNA BARKO	3/13/17	Mileage 2/9-2/28/17: Post Office, bank deposits, Courthouse, FMLA Conference	\$109.62
35283	169	EDWARD P. DUMAS	3/13/17	Legal Assistance: Real Estate Purchase	\$1,350.00
35284	170	ENA SERVICES LLC	3/13/17	Internet service for February 2017	\$1,621.50
35285	171	FASE-KALUF TV & APPLIANCE	3/13/17	HDMI cables	\$59.97
35286	172	GALE/CENGAGE LEARNING	3/13/17	Continuations	\$834.71
35287	173	HP Products	3/13/17	Neutral disinfectant, neutral cleaner, m-folds, toilet paper, stainless steel cleaner, trash bags	\$486.03
35288	174	INDIANA WASTE SERVICE	3/13/17	DeM: Trash Pick-up, March 2017	\$89.70
35289	175	JANICE WILMA	3/13/17	Book	\$17.99
35290	176	JASPER FOUNDATION, INC.	3/13/17	Foundation Celebration Banquet	\$25.00
35291	177	KANKAKEE VALLEY PUBLISHI	3/13/17	Job posting ad, LAR legal ad, Chamber ad	\$357.89
35292	178	KARLA HAUSENFLECK	3/13/17	Afternoon Adventure Club expenses	\$7.64
35293	179	KIRBY RISK CORPORATION	3/13/17	Ballasts, light bulbs	\$869.44
35294	180	LINDA POORTENGA	3/13/17	Mileage 2/10-3/7/17: Short staffed worked OT, Continuations meeting, Management meeting, B2B, Conflict Management workshop, transport, Librarian's Council meeting	\$205.98
35295	181	MARLENE BEEDLE	3/13/17	Mileage 2/9/17: Digitization Committee meeting	\$23.54
35296	182	MICHAEL R. ANDERSON	3/13/17	Rens: Snow removal 1/4-2/8/17	\$100.00
35297	183	MIDWEST TAPE	3/13/17	Audiobook sleeves	\$851.98
35298	184	NANCY PHILLIPS	3/13/17	Children's supplies	\$30.00
35299	185	NIPSCO	3/13/17	Electric & gas service	\$5,833.32
35300	186	NITCO	3/13/17	DeM: Local Phone & Fax Service March 2017	\$159.80
35301	187	PATTY STRINGFELLOW	3/13/17	Conflict Management workshop expenses; Mileage 2/28-3/7/17: Conflict Management workshop, Librarian's Council meeting	\$72.76
35302	188	REBECCA AMALONG	3/13/17	Conflict Management workshop expenses	\$17.12
35303	189	REPUBLIC SERVICES #715	3/13/17	Wh: Trash Service- March 2017	\$82.15
35304	190	ROEING CORPORATION	3/13/17	Hewlett-Packard LJ 4250/4350 maintenance kit	\$235.00
35305	191	SMITH OFFICE EQUIPMENT	3/13/17	Ink cartridges, heavy duty staples, labels, highlighters, post binder	\$257.61
35306	192	SUNRISE PACKAGING INC.	3/13/17	Cases for TV series	\$1,190.41
35307	193	TEI LANDMARK AUDIO	3/13/17	'Also Available on Audio Book' stickers	\$22.90
35308	194	ULINE	3/13/17	Filament tape, trash can, recycling cans, can lids, can trolleys	\$576.18
35309	195	UNIQUE MANAGEMENT SERVI	3/13/17	Collections: Initial/Secondary Placements- February 2017	\$71.60
35310	196	VISION SERVICE PLAN	3/13/17	Vision Insurance Premiums- March 2017	\$214.74
35311	197	WAL-MART COMMUNITY/RFC	3/13/17	Children's supplies, Valentine program expenses, cleaning supplies, Staff Anniversary card, Storytime expenses, DVDs, CDs	\$1,027.78

F4b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35312	198	YVONNE DEL VECCHIO	3/13/17	Mileage 12/21/16-2/22/17: Walking Books, deliver newsletters, Book Club, Marketing Committee meeting	\$53.50
35313	199	ZIESE PLUMBING, HEATING, &	3/13/17	DeM: Replace men's urinal flush valve	\$365.44
0	200	PAYROLL	3/10/17	PAYROLL	\$44,897.60
0	201	BILL HROMADA	3/10/17	Courier Mileage, 2/16/17-2/28/17 (Conf #498)	\$298.53
0	202	GREAT-WEST RETIREMENT S	3/10/17	Annuity Withheld 3/10/17 payroll (Conf. #501)	\$995.00
0	203	INDIANA CHILD SUPPORT BU	3/10/17	Child Support Garnishment: Andrea Quick 3/10/2017 Payroll (Payment #1890320170309105538)	\$80.17
0	204	INDIANA DEPARTMENT OF RE	3/10/17	EFT-State & County Taxes w/held February 2017 Payrolls (Ref #91413)	\$6,166.19
0	205	INPRS fbo PERF	3/10/17	3/10/17 Payroll Contributions	\$5,446.09
0	206	IRS USA TAXPAYMENT	3/10/17	EFT-FICA & Federal Taxes w/held 3/10/17 (Ref #01570131)	\$10,055.28
0	207	TOWN OF DEMOTTE	3/10/17	DeM: Sewer & Water- February 2017 (conf# 500)	\$167.64
0	208	TOWN OF WHEATFIELD	3/10/17	Wh: Sewer- March 2017 (conf# 499)	\$56.65
35314	209	4IMPRINT, INC.	3/13/17	Promotional note pads, coolies, pencil sharpeners	\$815.20
35315	210	ACE HARDWARE	3/13/17	Brackets, round plugs, nuts, bolts, nails, screws, corner brace, stain	\$40.18
35316	211	A. E. BOYCE COMPANY, INC.	3/13/17	Vendor checks	\$227.53
0	212	ALLIANCE BANK	3/13/17	Direct Deposit Fees February 2017	\$36.90
35317	213	BAKER & TAYLOR	3/13/17	Books, Continuations, AV, Auto. Yours	\$13,337.60
35318	214	BAKER & TAYLOR ENTERTAIN	3/13/17	DVDs	\$1,427.78
35319	215	BUSINESS CARD	3/13/17	Background check, self-inking stamp, charging stations, chairs, DVDs, CDs, books, children's supplies, Management meeting expenses, continuations, AV Shopping expenses, B2B expenses, Summer Reading prizes, Directors meeting expenses	\$7,627.53
35320	216	CAROLYNN DeVRIES	3/13/17	Family Game Night expenses	\$97.91
35321	217	DEBORAH KRISTOFF	3/13/17	Summer Reading Training expenses, Branch Counterparts meeting expenses	\$39.30
35322	218	EVELYN BRISTOL	3/13/17	Program expenses	\$9.98
35323	219	JASON GILBERT	3/13/17	Evaporator fan motor for refrigerator	\$18.45
35324	220	KIM DELGER	3/13/17	Mileage 3/6/17: 10 Day Challenge meeting	\$23.54
35325	221	LINDA POORTENGA	3/13/17	Branch Counterparts meeting expenses, Conflict Management seminar expenses	\$24.92
35326	222	MAGAZINE SUBSCRIPTION SE	3/13/17	Annual June- August Magazine Subscription Renewals	\$3,370.76
35327	223	OFFICE DEPOT	3/13/17	Contact paper, hand soap, finger grips, rubber bands, permanent markers, tape, color coding dots, business cards, copy paper, hand sanitizer, roll on ink	\$404.45
35328	224	OVERDRIVE	3/13/17	Deposit on Account for Future Content Purchases	\$13,500.00
35329	225	PEGGY MICHELIN	3/13/17	Mileage 1/13-3/7/17: Supply pickup, AV Shopping, Continuations meeting, Post Office	\$60.35
35330	226	THE PENWORTHY COMPANY	3/13/17	Books	\$1,629.67
35331	227	PRECISION CONTROL SYSTE	3/13/17	Rens: Parts for contract maintenance, Boiler in alarm lockout #34, faulty blower motor, removed old motor, installed new, adjusted deadband on boiler, reset so it doesn't short cycles, adjusted Sunday run schedule, verified temps, chiller enable messed up, fixed issue: DeM: pump leaking water, cir. Pump seal leaking, shut down & took out pump to be rebuilt, reinstalled pump	\$3,728.88
35332	228	QUILL CORPORATION	3/13/17	Clorox wipes, pledge, lysol spray, fax ribbon, battery backups, CD/DVD file folders, double sided tape, felt stamp pad, index cards, packing tape, labels, tape, name tag	\$651.37
35333	229	RENSSELAER ROTARY CLUB	3/13/17	January & February 2017 dues & meals	\$130.50
35334	230	SCHOLASTIC LIBRARY	3/13/17	Continuations	\$156.00
35335	231	U.S. POSTAL SERVICE	3/13/17	DeM: PO Box 16 Rental	\$92.00
35336	232	WAYFAIR	3/13/17	Wheeled duffel bags	\$61.98
0	233	PAYROLL	3/24/17	PAYROLL	\$50,137.34

F4c

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	234	AFLAC	3/24/17	Supplemental Insurance March 2017 (Conf. #504)	\$701.88
0	235	BILL HROMADA	3/24/17	Courier Mileage, 3/1/17-3/15/17 (Conf #502)	\$298.53
0	236	CENTURYLINK	3/24/17	WH: Fax Service March 2017 (Conf. # 505)	\$36.03
0	237	CENTURYLINK	3/24/17	WH: Local Phone Service March 2017 (Conf. # 506)	\$92.84
0	238	CHRISTINA SANDERS	3/24/17	Courier Mileage 3/13/17 (Conf. #503)	\$33.17
0	239	CITY OF RENSSELAER	3/24/17	RENS: Utilities 2/8/2017 - 3/8/17 (Conf. #507)	\$3,285.97
0	240	GREAT-WEST RETIREMENT S	3/24/17	Annuity Withheld 3/24/17payroll (Conf. #508)	\$995.00
0	241	INDIANA CHILD SUPPORT BU	3/24/17	Child Support Garnishment: Andrea Quick 3/24/2017 Payroll (Payment #1890320170322124118)	\$80.17
0	242	INPRS fbo PERF	3/24/17	3/24/17 Payroll Contributions	\$5,966.60
0	243	IRS USA TAXPAYMENT	3/24/17	EFT-FICA & Federal Taxes w/held 3/24/17 (Ref #00589505)	\$11,320.25
0	244	SPARKPAY	3/31/17	Merchant Processing Fees- March 2017	\$29.78
Total Amount of Claims					\$219,844.97

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 04, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$219,844.97

Date this 10th day of April, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 2017

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$3,189.65	\$7,613.33
DeMotte	\$1,129.97	\$2,577.18		
Rensselaer	\$1,261.62	\$2,870.77		
Wheatfield	\$798.06	\$2,165.38		
PHOTOCOPIES:			\$1,062.06	\$2,609.98
DeMotte	\$414.60	\$950.75		
Rensselaer	\$474.91	\$1,136.68		
Wheatfield	\$172.55	\$522.55		
INTEREST (Checking, Repurchase, CDs):.....			\$41.44	\$150.20
TAXES:			\$62,896.00	\$188,688.00
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$188,688.00		
TAXABLE SALES:-.....			\$5.37	\$15.29
REFUNDS:			\$788.35	\$27,863.95
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$400.00	\$800.00		
Reimbursement	\$388.35	\$388.35		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	(\$116.40)		
Interfund Transfer	\$0.00	\$26,792.00		
TOTAL OPERATING FUND RECEIPTS.....			\$67,982.87	\$226,940.75
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,808.07	\$6,272.13
DeMotte	\$25.00	\$2,790.00		
Rensselaer	\$804.50	\$2,503.56		
Wheatfield	\$978.57	\$978.57		
LIB. IMPROV. RESERVE FUND:			\$15.41	\$45.22
Interest Earned	\$15.41	\$45.22		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$222.70	\$653.79
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$222.70	\$653.79		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$16,333.34
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$28.37	\$57.07
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$70,057.42	\$250,302.30

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WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,314.77	\$22,888.30
FICA Collected	\$7,030.38	\$21,853.94
State Tax Collected	\$3,215.46	\$9,984.70
County Tax Collected	\$2,435.47	\$7,609.45
Deferred Comp Plan	\$1,990.00	\$5,970.00
Pre-tax Insurance Plans	\$3,568.63	\$10,567.91
Life Insurance	\$181.34	\$545.02
INPRS	\$2,930.91	\$9,039.58
Garnishments	\$160.34	\$400.85
Credit Union	\$0.00	\$0.00

\$28,827.30

\$88,859.75

TOTAL RECEIPTS - ALL FUNDS.....

\$98,884.72

\$339,162.05

Voucher List
Jasper County Public Library

Report Date: From 4/1/17 To 4/10/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35337	245	AARON'S LAWN CARE	4/10/17	Snow removal	\$225.00
35338	246	ANDREA QUICK	4/10/17	Mileage 12/21/16-3/15/17: Walking Books	\$14.98
35339	247	ANTHEM BLUE CROSS BLUE	4/10/17	Health Insurance premiums- April 2017	\$12,251.16
35340	248	ANTHEM LIFE	4/10/17	Life Insurance premiums- April 2017	\$98.28
35341	249	BAKER & TAYLOR	4/10/17	Books, Continuations, AV, Auto. Yours	\$12,090.17
35342	250	BAKER & TAYLOR ENTERTAIN	4/10/17	DVDs	\$1,561.81
35343	251	BETTER CONTAINERS MFG. C	4/10/17	Love My Library bags	\$254.15
35344	252	BLUETARP FINANCIAL, INC	4/10/17	Supplies to build loft in maintenance room	\$39.33
35345	253	CRESTLINE SPECIALTIES, INC	4/10/17	Promotional umbrellas & clips	\$783.96
35346	254	DELTA DENTAL	4/10/17	Dental Insurance premiums- April 2017	\$534.78
35347	255	DONNA BARKO	4/10/17	Mileage 3/1-4/3/17: Bank deposits, Post Office, new employee orientations	\$33.87
35348	256	EDWARD P. DUMAS	4/10/17	Legal Assistance: Real Estate Purchase	\$650.00
35349	257	ELLISON EDUCATIONAL EQUI	4/10/17	Die cuts	\$164.25
35350	258	ENA SERVICES LLC	4/10/17	Internet service for March 2017	\$1,621.50
35351	259	EVELYN BRISTOL	4/10/17	Mileage 1/27-3/21/17: Meeting @ Demotte Library, AY meeting, Management meetings, Counterparts meeting, transport, Librarian's Council meeting, meet with Director, Walking Books, Jasper Foundation Dinner; Counterparts meeting expenses	\$162.10
35352	260	FINDAWAY WORLD, LLC	4/10/17	Playaways	\$191.22
35353	261	GALE/CENGAGE LEARNING	4/10/17	Books	\$134.49
35354	262	GREY HOUSE PUBLISHING	4/10/17	Continuations	\$432.50
35355	263	INDIANA DEPT. OF WORKFOR	4/10/17	1st Quarter 2017 Unemployment Compensation Pymt	\$2,369.26
35356	264	KARLA HAUSENFLECK	4/10/17	Mileage 3/13-3/21/17: Positivity Committee meeting, Outreach Storytimes	\$28.36
35357	265	KIMBERLY HUNTER	4/10/17	Mileage 3/13/17: ASK meeting	\$23.54
35358	266	MATTHEW BALL	4/10/17	Program Presenter	\$300.00
35359	267	MICHAEL R. ANDERSON	4/10/17	Rens: snow removal 3/13-3/15/17	\$50.00
35360	268	NANETTE SPEACHT	4/10/17	Mileage 3/13/17: ASK meeting	\$8.56
35361	269	NIPSCO	4/10/17	Gas & electric service	\$5,962.59
35362	270	NITCO	4/10/17	DeM: Local Phone & Fax Service April 2017	\$159.80
35363	271	PATTY STRINGFELLOW	4/10/17	Mileage 3/14/17: ILF Statehouse Day	\$95.23
35364	272	THE PENWORTHY COMPANY	4/10/17	Books	\$2,601.31
35365	273	POSTMASTER	4/10/17	Stamps, pre-stamped postcards	\$312.00
35366	274	PRECISION CONTROL SYSTE	4/10/17	Rens: No heat, boiler in alarm #28, pilot assembly warped, replaced pilot assembly	\$832.59
35367	275	REPUBLIC SERVICES #715	4/10/17	Wh: Trash Service- April 2017	\$82.15
35368	276	SVT, LLC	4/10/17	Management meeting expenses	\$32.33
35369	277	TEAM SOFTWARE SOLUTION	4/10/17	Public Web Browser Annual Renewal	\$125.00
35370	278	THE LIBRARY CORPORATION	4/10/17	TLCU Conference registrations- B. Amalong, E. Bristol, P. Stringfellow, M. Molenaar	\$996.00
35371	279	VISION SERVICE PLAN	4/10/17	Vision Insurance Premiums- April 2017	\$214.74
35372	280	WAL-MART COMMUNITY/RFC	4/10/17	Cleaning supplies, Cook the Book program expenses, Anime program expenses, Tuesday Movie program expenses, conference room supplies, children's supplies, DVDs, CDs	\$2,723.90
0	281	PAYROLL	4/10/17	PAYROLL	\$52,466.84
0	282	BILL HROMADA	4/10/17	Courier Mileage, 3/16/17-3/31/17 (Conf #510)	\$398.04
0	283	GREAT-WEST RETIREMENT S	4/10/17	Annuity Withheld 4/10/17 payroll (Conf. #511)	\$995.00
0	284	INDIANA CHILD SUPPORT BU	4/10/17	Child Support Garnishment: Andrea Quick 4/10/2017 Payroll (Payment #1890320170406103220)	\$80.17

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	285	INDIANA DEPARTMENT OF RE	4/10/17	EFT-State & County Taxes w/held March 2017 Payrolls (Ref #61811)	\$5,650.93
0	286	INPRS fbo PERF	4/10/17	4/10/17 Payroll Contributions	\$6,238.59
0	287	IRS USA TAXPAYMENT	4/10/17	EFT-FICA & Federal Taxes w/held 4/10/17 (Ref #60984145)	\$12,010.93
0	288	TOWN OF DEMOTTE	4/10/17	DeM: Sewer & Water- March 2017 (conf# 509)	\$167.64
0	289	ALLIANCE BANK	4/10/17	Direct Deposit Fees March 2017	\$37.20
35373	290	ACE HARDWARE	4/10/17	Summer Reading prizes, paint supplies, keys, shellac, nuts/bolts/nails, ground receptacle, GFI receptacle, shelf supplies, outlet supplies, v belts, steel angle	\$174.33
35374	291	BUSINESS CARD	4/10/17	Books, background check, charging stations, vacuum repair parts, rubber stamp, thermalstrike bug killers, cooling racks, odor eliminator, folding hand truck, Facebook advertising, AV returns, concrete dye, plastic totes	\$1,332.70
35375	292	CONSOLIDATED INSURANCE	4/10/17	Semi-annual premium for building insurance; annual premium for workman's comp	\$13,327.00
35376	293	CULLIGAN WATER CONDITIO	4/10/17	Wh: Water Cooler Rental-April 2017, 5-gallon drinking water- 8	\$69.55
35377	294	DEBORAH KRISTOFF	4/10/17	Mileage 1/12-3/23/17: Management meetings, Book vendor meetings, Branch Counterparts meeting, transport, Librarian's Council meeting, supply pickup; Books	\$183.72
35378	295	DEMCO	4/10/17	Fastape, clear polypropylene tape, book tape, bookmarks, rubber band racer kit, book pockets, subject classification labels, color code dots, polyfit	\$842.88
35379	296	INDIANA WASTE SERVICE	4/10/17	DeM: Trash Pick-up, April 2017	\$89.70
35380	297	KONE, INC.	4/10/17	DeM: Elevator maintenance agreement 4/1/17-6/30/17	\$429.84
35381	298	LINDA THOMPSON	4/10/17	Mileage 4/4/17: Reference Counterparts meeting	\$8.56
35382	299	THE PENWORTHY COMPANY	4/10/17	Books	\$1,134.16
35383	300	RENSSELAER LAUNDRY ROO	4/10/17	Laundry	\$20.00
35384	301	ROEING CORPORATION	4/10/17	Tech Maintenance Support - 2nd Installment 2017	\$7,500.00
0	302	TOWN OF WHEATFIELD	4/10/17	Wh: Sewer- April 2017 (conf# 512)	\$56.65
35385	303	UNIQUE MANAGEMENT SERVI	4/10/17	Collections: Initial/Secondary Placements- March 2017	\$71.60

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$151,446.94

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 10, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$151,446.94

Date this 10th day of April, 20 17.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

May

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 8, 2017, 6pm
Rensselaer Public Library

Executive Session: To discuss an employee job performance evaluation
(IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of April Board Meeting
Bills/Financial Reports
Policy Review

General Business

Real Estate Option Agreements/Property Appraisals
– Review & Discussion (R 15)
Trust Indiana Account Set-Up (R 15)

Information
Action

Director's Report (R 15-R 18)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

April 10, 2017
DeMotte Library

Present: Kevin Kaluf, Janet Umlauf, Janelle Harper, Deana George, Mark Heinig, Jody Melton, Natalie Waling, Patricia Stringfellow, Rayann Gilmore, Debbie Kristoff, Sheree Belt

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the March Board Meeting Minutes, bills, financial reports, Personnel Policy revisions, Advance Tax Draw, Salary Ordinance Update, and request to send 4 staff to TLC University were approved as presented on a motion by J. Umlauf, and seconded by M. Heinig. Motion passed.

Annual Impacts – Report of DeMotte Branch Librarian and Youth Services Librarian: The DeMotte Library celebrated its 50th birthday on August 15, 2016 with an open house. D. Kristoff, DeMotte Branch Librarian, shared some history of the DeMotte Library. There have been many staff changes this year including the retirement of long serving staff member, Jill Tachtiris. Staff has changed positions and a new Youth Services Specialist has been recently hired. S. Belt was introduced to the Board. The 'Chick it Out' program for adults was a big hit. Patrons received a coupon for a 2-piece chicken meal at the local KFC once they had checked out 8 items. Patrons are thankful for the new patron fax service and they use it daily. Herb Stepherson, author of Junkbox Diaries: A Day in the Life of a Heroin Addict, visited DeMotte Library to share his story about his experiences with drugs. There were many in attendance for this program including people that we have not seen in the library before who had learned of the event through Facebook. The Walking Books program continues to be a much appreciated service. A staff member visits Oak Grove weekly to read aloud and deliver items to the residents. The 'traveling free read' baskets are also offered at area businesses. The 1000 Books before Kindergarten program was launched during the 2016 Children's Book Week. Toddler times and story times continue to be popular with both children and their parents. Summer Toddler Time programs were held in 2016 as a part of summer reading. Programs included a visit from Prince, the mini horse, and a Happy Birthday Indiana themed event. A memory wall was created to showcase the pictures taken during the programs. The children came back again and again to see their pictures and re-tell about their experiences. These programs will be offered again this year. A magnetic board was installed on the wall in the children's area. Karla Hausenfleck designed and built the board using magnetic paint. The board features magnetic shapes, letters, and numbers for the children to enjoy. The library was a destination for many patrons during Spring Break this year. On one particular afternoon there were 17 patrons in the adult area searching for items and 27 patrons in the children's area reading, playing games, using the magnetic board, and doing puzzles. Some shelving was repurposed for use in the YA room. The DeMotte Library participated in many community events this year including the Touch of Dutch Parade, story times at the market in the park, and the Back to School Event at Spencer Park. We are in the process of labeling our books with the Accelerated Reading Levels to help the students find the books they need. The library has become a place for students to come to complete their school assignments on eLearning days. Classes from DeMotte Christian School toured the library and learned about the library's reference collections. The DeMotte Historical Society displayed their history collection in our display case. Information about the Indiana Room was presented at the DeMotte Rotary Luncheon. The library held many programs throughout the year to celebrate Indiana's Bicentennial and submitted a booklet to the Indiana State Library to commemorate all that was done.

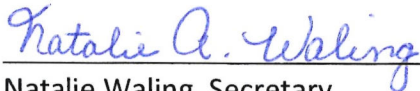
Section 125 Amendment/Restatement: We received a memo from our health insurance agent that stated: *Pre-Tax Premium. If you are withholding the employee's portion of their premium pre-tax you should have a Premium Only Plan (POP) in place. This document is mostly a formality, but is necessary in order to take advantage of the pre-tax arrangement.* We reviewed the library documentation and processes. In addition we contacted our employment law attorney and requested a crash course on Section 125 plans and asked our attorney to review our documentation and procedures. We have learned a lot. After a review of our documentation, our attorney advised that we amend and restate the plan as there have been a few changes to the law. D. George moved that we amend and restate the Section 125 plan document, seconded by K. Kaluf. Motion passed.

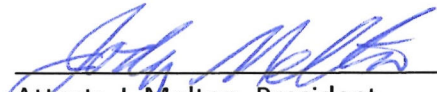
TrustIndiana: Our Accounting Practices for 2017 state that the Director is authorized to invest library funds in Certificates of Deposit when it is deemed to be in the best interests of the Library. P. Stringfellow explained that for the past 11 years, she has been doing that. In October 2016, R. Gilmore and P. Stringfellow attended a 2016 Public Funds Management Seminar presented by Treasurer of State, Kelly Mitchell of TrustIndiana. At that seminar we learned about TrustIndiana, an investment option for local governments. Since attending the seminar we have further looked at this option and have spoken with Cindy Barger, TrustIndiana Director. We feel that this would be an easy and safe way for the library to invest. Investments are managed, legally permissible by law, and fluid. We can get money when we need it but when we don't immediately need it, it can be working for us. The return on investment (rates) is better than our sweep account and comparable to recent CD investments. TrustIndiana provides good reports that clearly show investment returns and our account status. Unlimited accounts can be established at no cost. This would prove helpful as we do have several funds: Operating, LIRF, and Rainy Day. There are no limits on the dollar amounts going in or coming out, and it is easy to set things up. We recommend that the Library join TrustIndiana. M. Heinig moved to join TrustIndiana, seconded by N. Waling. Motion passed.

Director Review: P. Stringfellow passed out packets to each Board member containing her self evaluation and an evaluation form for the Board member to complete. The evaluation forms should be completed and mailed to the chairperson, J. Umlauf, by May 1. The committee will meet and prepare a written evaluation before the May meeting. At the May meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in an executive session. D. George and J. Harper also serve on this committee.

Director's Report: We have received renewal numbers for our building insurance. The premiums went up only \$378. The appraisals for the properties on which we are exercising real estate option agreements are in process. The Board received copies of upcoming Community Connections articles that will inform patrons in a gentle way of possible library funding cuts at the Federal level.

Adjournment: With no further matters for discussion J. Melton adjourned the meeting at 6:45 PM.


Natalie Waling, Secretary


Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE

April 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	14	1	1	16
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	32	3	1	36
Blu-Ray (DBR)	136	1	4	141
Books on CD (DBKCD)	156	6	8	170
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	204	1	0	205
Digital Audiobooks (DDA)	21	0	0	21
DVD (DDVD)	1318	54	25	1397
Equipment (DEQP)	24	0	0	24
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	4	0	0	4
Fiction (DFIC)	454	27	11	492
Fiction Fantasy (DFICF)	6	1	0	7
Fiction Mystery (DFICM)	94	1	3	98
Fiction New (DFICNEW)	408	9	21	438
Fiction Science Fiction (DFICSF)	2	0	0	2
Fiction Western (DFICW)	8	2	0	10
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	79	3	2	84
Hanging Bags (DHANG)	10	0	0	10
ILL (DILL)	23	1	0	24
Internet (DINTER)	528	0	0	528
Juv. Audio book (DJAUDB)	38	0	0	38
Juv. Biography (DJBIO)	35	1	0	36
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	39	0	0	39
Juvenile Easy (DJE)	747	12	3	762
Juv. Easy Non-fiction (DJENF)	42	0	0	42
Juv. Easy Reader (DJER)	302	3	2	307
Juv. Fiction (DJFIC)	377	13	6	396
Juv. Holiday books (DJHOL)	36	6	2	44
Juv. Magazine (DJMAG)	17	2	0	19
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	295	13	3	311
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	100	0	0	100

Large Print Fiction (DLPF)	181	13	1	195
Large Print Nonfic (DLPNF)	16	0	2	18
Magazine (DMAG)	452	0	3	455
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	3	1	0	4
Nonfiction 100 (DNF100)	12	0	4	16
Nonfiction 200 (DNF200)	12	2	0	14
Nonfiction 300 (DNF300)	20	2	1	23
Nonfiction 400 (DNF400)	7	0	0	7
Nonfiction 500 (DNF500)	27	0	0	27
Nonfiction 600 (DNF600)	134	2	4	140
Nonfiction 700 (DNF700)	47	1	1	49
Nonfiction 800 (DNF800)	13	2	0	15
Nonfiction 900 (DNF900)	30	2	0	32
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	66	1	1	68
Nonfiction (DNFIC)	2	0	0	2
Nonfiction New (DNFNEW)	92	4	6	102
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	2	0	0	2
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	2	0	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	0	0	0	0
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	2	94	0	96
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	3	0	0	3
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	124	4	8	136
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	11	0	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	0	0	3
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	24	0	29
Blu-Ray (RBR)	6	300	5	311
Books on CD (RBKCD)	6	93	4	103
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	8	114	1	123
Digital Audiobooks (RDA)	3	12	0	15
DVD (RDVD)	36	2610	31	2677
Equipment (REQP)	0	7	0	7
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	7	0	7
Fiction (RFIC)	28	522	7	557
Fiction New (RFICNEW)	12	328	11	351
Genealogy (RGENE)	0	3	0	3
Genealogy Mag (RGMAG)	0	5	0	5
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	96	2	98
Hanging Bag (RHANG)	0	17	0	17
ILL (RILL)	1	22	0	23
Internet (RINTER)	0	1005	0	1005
Juv. Audio book (RJAUDB)	1	32	0	33
Juv. Biography (RJBIO)	2	14	0	16
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	35	1	37
Juvenile Easy (RJE)	3	462	1	466
Juv. Easy Non-fiction (RJENF)	0	42	1	43
Juv. Easy Reader (RJER)	3	422	1	426
Juv. Fiction (RJFIC)	13	449	1	463
Juv. Magazine (RJMAG)	0	19	0	19
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	297	5	311
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	148	0	148
Large Print Fiction (RLPF)	15	211	1	227
Large Print Nonfic (RLPNF)	0	4	0	4
Magazine (RMAG)	0	283	0	283
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	9	0	9
Non-Fiction 100 (RNF100)	1	16	1	18
Non-Fiction 200 (RNF200)	3	23	4	30
Non-Fiction 300 (RNF300)	3	26	1	30
Non-Fiction 400 (RNF400)	1	2	2	5
Non-Fiction 500 (RNF500)	1	17	3	21
Non-Fiction 600 (RNF600)	21	128	3	152
Non-Fiction 700 (RNF700)	1	39	0	40
Non-Fiction 800 (RNF800)	1	5	0	6
Non-Fiction 900 (RNF900)	2	49	3	54
Nonfiction Blu-Ray (RNFBR)	0	2	0	2
Nonfiction DVD (RNFDVD)	0	108	0	108
Nonfiction (RNFC)	0	0	0	0
Nonfiction new (RNFNEW)	23	141	7	171
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	6	0	6
Professional Coll. (RPRO)	0	3	1	4
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	6	0	6
Software (RSWAR)	0	1	0	1
SRCS (SRCS) DeMotte	32	2	6	40

SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	1	15	18
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	0	7	0	7
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	1	64	5	70
YA Music CD (RYACD)	0	32	0	32
YA Nonfiction (RYANF)	1	5	0	6
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	0	12	17
Blu-Ray (WBR)	1	1	155	157
Books on CD (WBKCD)	15	6	127	148
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	10	3	63	76
Digital Audiobooks (WDA)	8	0	16	24
DVD (WDVD)	16	24	1528	1568
Equipment (WEQP)	0	0	8	8
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	4	4
Fiction (WFIC)	17	28	231	276
Fiction Fantasy (WFICF)	0	0	5	5
Fiction Mystery (WFICM)	5	5	34	44
Fiction New (WFICNEW)	14	13	182	209
Fiction Science Fiction (WFICSF)	1	1	5	7
Fiction Western (WFICW)	0	0	1	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	1	2	39	42
Hanging Bags (WHANG)	0	0	7	7
ILL (WILL)	0	0	23	23
Internet (WINTER)	0	0	218	218
Juv. Audio book (WJAUSB)	1	1	13	15
Juv. Biography (WJBIO)	2	0	7	9
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	0	6	8
Juvenile Easy (WJE)	12	21	405	438
Juv. Easy Non-fiction (WJENF)	2	0	64	66
Juv. Easy Reader (WJER)	1	3	381	385
Juv. Fiction (WJFIC)	27	12	223	262
Juv. Magazine (WJMAG)	0	0	20	20
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	12	16	187	215
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	1	206	207
Large Print Fiction (WLFPF)	7	19	94	120
Large Print Nonfic (WLPNF)	3	1	11	15

Magazine (WMAG)	5	0	274	279
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	2	1	15	18
Non-Fiction 200 (WNF200)	0	3	6	9
Non-Fiction 300 (WNF300)	1	1	10	12
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	2	3	6
Non-Fiction 600 (WNF600)	7	1	63	71
Non-Fiction 700 (WNF700)	0	2	15	17
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	0	6	25	31
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	3	2	79	84
Nonfiction (WNFIC)	0	0	3	3
Nonfiction New (WNFNEW)	10	6	38	54
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	1	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	1	0	2	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	8	7	145	160
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	6	6
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7261	8755	5207	21223

CIRCULATION BY HOLDINGS CODE

Month Year

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	14	1	1	16
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	42	27	13	82

Blu-Ray (BR)	144	304	164	612
Books on CD (BKCD)	177	105	139	421
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	222	118	64	404
Digital Audiobooks (DA)	32	12	16	60
DVD (DVD)	1370	2688	1584	5642
Equipment (EQP)	24	7	8	39
See librarian (ERR)	0	0	0	0
Express Book (EXP)	4	7	4	15
Fiction (FIC)	499	577	249	1325
Fiction Fantasy (FICF)	6	1	5	12
Fiction Mystery (FICM)	99	6	37	142
Fiction New (FICNEW)	434	350	214	998
Fiction Science Fiction (FICSF)	3	1	5	9
Fiction Western (FICW)	8	2	1	11
Genealogy (GENE)	0	3	0	3
Genealogy Mag (GMAG)	0	5	0	5
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	80	101	43	224
Hanging Bags (HANG)	10	17	7	34
ILL (ILL)	24	23	23	70
Internet (INTR)	528	1005	218	1751
Juv. Audio book (JAUDB)	40	33	13	86
Juv. Biography (JBIO)	39	15	7	61
Juv. Book on CD (JBKD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	42	35	7	84
Juvenile Easy (JE)	762	495	409	1666
Juv. Easy Non-Fiction (JENF)	44	42	65	151
Juv. Easy Reader (JER)	306	428	384	1118
Juv. Fiction (JFIC)	417	474	230	1121
Juv. Holiday (JHOL)	36	6	2	44
Juv. Magazine (JMAG)	17	21	20	58
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	316	326	195	837
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	100	149	206	455
Large Print Fiction (LPF)	203	243	96	542
Large Print Nonfic (LPNF)	19	5	13	37
Magazine (MAG)	457	283	277	1017
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	3	10	1	14
Non-Fiction 100 (NF100)	15	17	20	52
Non-Fiction 200 (NF200)	15	28	10	53
Non-Fiction 300 (NF300)	24	29	12	65
Non-Fiction 400 (NF400)	8	2	2	12
Non-Fiction 500 (NF500)	29	19	6	54
Non-Fiction 600 (NF600)	162	131	70	363
Non-Fiction 700 (NF700)	48	42	16	106
Non-Fiction 800 (NF800)	14	7	0	21
Non-Fiction 900 (NF900)	32	57	28	117
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	69	111	80	260
Nonfiction (NFIC)	2	0	3	5
Nonfiction New (NFNEW)	125	151	51	327
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	6	0	8
Professional Coll. (PROF)	2	3	1	6
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	37	47	2	86
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	0	6	0	6
Software (SWAR)	0	1	1	2
SRCS (SRCS) DeMotte	32	2	6	40
SRCS (From other libraries III-SRC	2	94	0	96
SRCS (SRCSW) Wheatfield	2	1	15	18
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	3	7	0	10
YA Biography (YAB)	3	1	0	4
YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	133	75	158	366
YA Music CD (YACD)	0	32	0	32
YA Nonfiction (YANF)	12	5	6	23
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	1	0	4
				0
Free reads	303	119	93	515
Games/Puzzles	31	2	0	33
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7629	8922	5300	21851

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1562	1307	704	3573
Nonfiction	603	613	271	1487
CHILDREN'S BOOKS				
Fiction	1599	1547	1230	4376
Nonfiction	435	389	269	1093
YA BOOKS				
Fiction	213	176	201	590
Nonfiction	15	6	6	27
Magazines, Adult	457	288	277	1022
Magazines, Children	17	21	20	58
Sound Recordings, adult	434	242	219	895
Sound Recordings, ch	92	117	27	236
Online databases	0	0	0	0
Software	0	1	1	2

SRCS	36	97	21	154
Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	1583	3103	1828	6514
Equipment	24	7	8	39
Total	7070	7915	5082	20067
 A-V Circulation	 2109	 3463	 2075	 7647
A-V Circulation as % of total	29.8%	43.8%	40.8%	38.1%

April 2017

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	

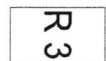
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WHEATFIELD

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% change

Current month's Circulation	20,957	20,067	-4.2%
Jan. to date circulation	85,165	85,264	0.1%



DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
22,560	22,627	15,767	15,914	15,715	15,768 Fiction
18,371	18,404	20,380	20,288	9,570	9,597 Nonfiction
					CHILDREN'S BKS
16,139	16,193	13,549	13,583	12,808	12,842 Fiction
8,827	8,846	6,711	6,716	6,677	6,675 Nonfiction
					YA BOOKS
2,365	2,365	3,140	3,147	3,016	3,036 Fiction
584	584	368	368	258	258 Nonfiction
				2	2 Magazines,Adult
					0 Magazines, Child
0	0	0	0	0	0 Games, Toys
3,886	3,859	82	90	4,433	4,417 Sound Rec/Adult
706	709	4,344	4,351	979	980 Sound Rec/Child
20	20	635	635	16	16 Online Databases
209	209	17	17	-11	-11 Software
					SRCS
-60	106				Vertical Files
5,649	5,649	9,364	9,364	5,750	5,750 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
79,374	79,689	74,499	74,615	59,270	59,387 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

April 2017

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	208	45	172	37	258	56	638	138
LOCAL HISTORY								
In person	4	1	10	3	0	0	14	4
Letters written	4	4	6	6	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	528	22	1005	42	218	9	1751	73
Internet use-Wireless	2010		2730		810		5550	
Computer software used	129	11	85	7	39	3	253	21
VCR Use	0	0	0	0	1	0	1	0
Microforms	10	1	41	5	0	0	51	7
CD ROM/Online databases	225	19	111	9	174	15	510	43
Public FAX24	22		13		30		65	
Typewriter use	0	0	0	0	1	0	1	0
Other equipment used	0	0	11	4	2	1	13	4
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	13		1		0		14	
Outreach activities	42	42	14	9	0	0	56	37
Notarized documents	17	4	8	2	9	2	34	9
Meeting Room Use (no. of group)	36	12	51	17	34	11	121	40
Study room use	51	4	51	4	55	5	157	13
Proctoring	0	0	7	4	0	0	7	4
Tax Forms distributed	1584	16	1723	17	376	4	3683	37
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1781	
IN-HOUSE USE ITEMS	479		372		74		925	
SELF-CHECKOUT USE	144		518		203		865	
INTERLIBRARY LOANS								
Requests made for:	81	20	79	20	80	20	240	60
Items rec'd for:	84	42	96	48	90	45	270	135
Items requested by other libraries	31		49		34		114	
Items supplied to other libraries	31	16	47	24	34	17	112	56

REGISTRATIONS

Total Borrowers	7571	11438	4842	23851
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	286	472	126	884
Number of New Patrons Added	33	22	13	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	3	18	0	0	3	18
Children's Programs (0-13)	8	48	16	96	14	84	38	228
Number attending	83		116		283		482	
YA Programs (14-17)	0	0	3	18	1	6	4	24
Number attending	0		20		3		23	
Adult Programs	6	36	2	12	1	6	9	54
Number attending	70		65		138		273	
Senior Citizen Programs	21	126	6	36	5	30	32	192
Number attending	110		43		31		184	
Total Number of Programs	35	210	30	180	21	126	86	516
Total Persons Attending	263		244		455		962	
Total Attending Same Month Last Yr.	471		408		522		1401	
Total Staff Hours Spent		469		438		314	1221	1207
Total Number of In-House Programs	28		27		15		70	
Total Attendance	182		180		154		516	
Total Number of Outreach Programs	7		3		6		16	
Total Attendance	81		64		301		446	

CIRCULATION BY PATRON CODE

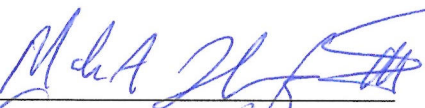
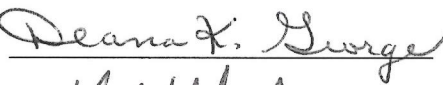
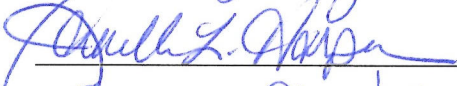
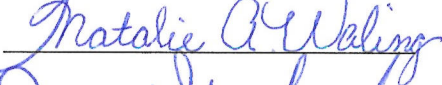
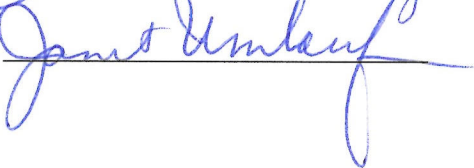
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4312	61.0%	5505	69.9%	3462	68.1%	13279	66.3%
Corporate	53	0.7%	38	0.5%	0	0.0%	91	0.5%
Juvenile 0-11	63	0.9%	147	1.9%	6	0.1%	216	1.1%
Juvenile-AV	665	9.4%	951	12.1%	646	12.7%	2262	11.3%
Nonresident No Fee	0	0.0%	0	0.0%	15	0.3%	15	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	232	3.3%	219	2.8%	120	2.4%	571	2.9%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	36	0.5%	112	1.4%	0	0.0%	148	0.7%
Reciprocal YA	0	0.0%	9	0.1%	0	0.0%	9	0.0%
Reciprocal YA AV	0	0.0%	4	0.1%	0	0.0%	4	0.0%
School	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
St. Joseph College	0	0.0%	7	0.1%	0	0.0%	7	0.0%
SRCS	0	0.0%	55	0.7%	0	0.0%	55	0.3%
Staff	1462	20.7%	570	7.2%	609	12.0%	2641	13.2%
Walking books	102	1.4%	93	1.2%	13	0.3%	208	1.0%
YA 12-17	26	0.4%	9	0.1%	11	0.2%	46	2.3%
YA-AV	116	1.6%	141	1.8%	200	3.9%	457	2.3%
Total	7067		7871		5082		20020	
All items borrowed by nonresidents	268	3.8%	362	4.6%	135	2.7%	765	3.8%

Salary Ordinance 2017
Updated 5/8/17

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Kayla McDaniel	Page	\$7.25	4/13/17	10	R
Zach Thomas	Page	\$7.25	5/1/17	10	D
Autumn Fagenbaum	Page	\$7.55	5/1/17	9	W
Jeremiah Lytle	Janitor	\$11.76	5/3/17	15	R

We have hired Kayla McDaniel as Rensselaer Page, replacing Addison Trapp who no longer works for the library. We have hired Zach Thomas as DeMotte Page, replacing Isabelle Molenaar who no longer works for the library. We have hired Autumn Fagenbaum as Wheatfield Page, replacing Crystal Heuft, who no longer works for the library. Autumn does work as a Page at DeMotte Library, too. We have hired Jeremiah Lytle as Rensselaer Janitor, replacing Tonya Carty who no longer works for the library.

We have examined and approved the changes to the 2017 Jasper County Public Library Salary Ordinance. Dated 5/8/17.

PUBLIC RECORDS POLICY

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
 - 1.1 The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
 - 1.2 Information relating to the status of any formal charges against the employee;
 - 1.3 Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a recordkeeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.
6. Library records which can be used to identify any library patron. Circulation records or other records identifying the names of library users with specific materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

A patron's address may be given to law enforcement officials when

- Staff have good reason to believe that a patron, who has left the library before law enforcement officials can arrive, is a serious threat to himself or others **and**
- No other way to identify the patron is available (such as auto license number or address in phone book)

Library records shall not be made available to any agency, group or individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

Upon receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such document is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Any costs incurred, as a result of such order, in a search through patron records, shall be borne by the agency, group or individual demanding the search.

Patron privacy is automatically waived in cases of suspected child abuse or neglect. An individual who has reason to believe that a child is a victim of child abuse or neglect is required to make a report to the Department of Child Services (DCS) or local law enforcement. Furthermore, if an individual is required to make a report in the individual's capacity as a member of the staff of a public institution/agency, the individual is required to immediately notify the person in charge of the institution/agency (in this case, the library director) or must notify the Business Manager in the Director's absence.

Disclosure of library circulation records will be made in the case of parents (biological, foster, step) or legal guardians, inquiring about the materials their children aged 17 or under have borrowed.

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
 - 7.1 To qualified researchers.
 - 7.2 After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
 - 7.3 After the death of persons specified at the time of the acquisition or deposit.

Bulletin Board Policy

JCPL bulletin boards, business card holders, and pamphlet racks ~~in our foyers~~ serve as a medium of communication between the Library and the public and serve to promote the Library.

While first considerations are given to needs of the Library, notices of nonprofit civic, cultural or educational organizations may be accepted for display as space permits ~~in our foyers~~. Political advertisements shall not be accepted for display.

Individuals or nonprofit groups may advertise items or services for sale as space permits. Each library will set its own limitations to meet its own unique space needs. Bulletin boards should not detract from the appearance of the library. Notices may not extend beyond the frame of the bulletin board.

Notices need approval by the Library prior to posting. The Library reserves the right to determine what shall be exhibited.

Posting of materials in the Library does not necessarily indicate the Library's endorsement of the issue or event promoted by those materials.

All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for damage to notices or for their unauthorized removal from the display areas.

Containers for monetary contributions may not be placed in the Library. The only types of merchandising permitted are sales or activities for which the Library is the beneficiary.

Questions concerning the posting of any specific notice, poster or other material should be referred to the Agency Librarian who may consult with the Director when necessary.

8/94; revised 5/17

Director's Report April 2017

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

Policy Review: There are no policies scheduled for review in May; however, I am recommending revisions to the Public Records Policy and the Bulletin Board Policy. The library has a legal requirement to report suspected child abuse or neglect. We have a lot of new staff and some do not know about this requirement or how we respond to this requirement. I recommend adding language to the Public Records Policy that clearly states the requirement and our response. Additionally I recommend revising the Bulletin Board Policy, striking the phrase 'in our foyers' from the opening paragraph because we have bulletin boards in our meeting rooms, children's department, and teen areas that also serve as mediums of communication. I recommend adding the phrase 'in our foyers' to the second paragraph because we limit individual and non-profit group advertisements to those specific bulletin boards. Please see R 10 and R 12. **If you approve the Consent Agenda, you approve revising the Public Records Policy and the Bulletin Board Policy as presented.**

General Business

Real Estate Option Agreements/Property Appraisals – Review & Discussion: Ed Dumas will attend our May meeting to review and discuss with the board.

Trust Indiana Account Set-Up: Last month the board voted to join Trust Indiana. We are in the process of setting up the account and need to determine a start-up amount. I will bring a recommendation to our May meeting. A board vote is required to establish the start-up amount.

Director's Report

We launched Hotspot Checkout on May 1 with a soft launch. We will do press releases and a radio spot mid May to get the word out. We are excited to offer this new service!

We now have charging towers and docking stations for patron use. Patrons will find a free standing Portable Power Tower Charging Station and three ChrgHub USB Universal Charging Stations at each library location. This new equipment safely and effectively powers phones, tablets, mobile and other electronic devices, and is free to use in the library. This equipment was made possible by a generous grant from the Jasper Foundation.

Deana's current board term expires May 11, 2017. She does not wish to be reappointed due to scheduling conflicts largely due to her new position with the Adult Learning

To inform, enrich, and empower our diverse community.

Center. I have advised her appointing authority, Rensselaer Central School Board. We will miss her service!

I visited both Wheatfield and DeMotte Libraries in April which gave me the opportunity to discuss facility maintenance needs and other topics with Evie and Debbie. We will be working on several matters this late spring/summer. At Wheatfield Library we have asked Hamstra to fabricate a hood to be placed over an outside HVAC vent due to rain water and/or snow melt blowing into the vent and dampening filters; we would like to place some stone around the round room on the southwest corner of the building to catch rain water from the roof, replacing our current mulch; we have a few irrigation heads that need attention; we will stain the newly installed bricks in the front walkway to better blend with the old ones; some fir trees that are crowding our landscaped areas will be removed; we are worried about bagworms in our Serbian spruce; we are working with Hamstra on a correction for the humidity issues in the meeting room; we are correcting a clogged downspout drain near the back entrance; and we will paint some exterior doors that are fading/peeling. At DeMotte Library we plan to install new security cameras, replacing our current equipment which is old technology; our meeting room divider is old and tired and difficult to operate so we are working toward a solution for improvement; we have a concrete pad on the east side of the building that has heaved so I have asked Hamstra to provide a quote for correcting that as well as some curb repairs on the north side of the building (the curbs may be the town's responsibility so we are trying to get a determination on that matter); staff are still considering colors for the foyer; and we would like to paint bathroom partitions in the public restrooms.

Three St. Joe students approached me about making a commercial for the library for a class project. I agreed and asked them to focus on our 1000 Books Before Kindergarten program that we launched last year. I have not seen the finished product yet, but I enjoyed working with them. One of our Home School families agreed to be in their commercial and was very excited to be a part of it. We hope to broadcast the commercial via social media and on our digital monitors.

I am happy to report that the Indiana General Assembly passed a budget that included stable funding for INSPIRE and increased funding for internet connectivity for libraries.

We purchased our current phone equipment in 2005. We are experiencing some challenges with equipment and functionality so Rayann and I are looking at our options. We did budget for new equipment in this year's budget. I will update you as we move through this process.

We did receive a \$500 Operation Round-Up Grant in support of Summer Reading prizes. Children's Librarian, Janice, wrote the grant in collaboration with our other Children's Librarians.

For National Library Week we celebrated with a coloring contest for children and daily prize drawings for randomly selected patrons. The Marketing Committee did a great job preparing for this celebratory week that promoted libraries across the country. I was able to do a radio spot on WLQI to encourage the public to celebrate with us.

To inform, enrich, and empower our diverse community.

System Administrator News

Sheila set up a VPN on all iPads and staff laptops so that staff can use LS2Staff when off property and wrote instructions for staff. She filed 470 e-rate application for voice services and began the 471 e-rate application. She spent considerable time configuring and preparing for our Hotspot Service launch.

Technical Services News

Becky and Mary met with JCPL selectors to decide what call numbers would be used throughout the system as well as some other processing streamlining. Peggy and Becky ordered our first batch of items from Midwest Tape.

DeMotte Library News

Debbie reports, "Marlene continues to convert the oral history audio cassettes. She finished updating/rearranging the vertical files in the Indiana Room. ... She copied some obituary records from Indiana GenWeb and put them in a binder and also in the vertical file in the Indiana Room and made some additions/changes to FindAGrave per a patron's requests. ... Marlene shared: "I did have a patron using the Indiana Room tell me that I had a good collection and she was finding information she needed".

Karla shared: "The scheduled Mother Goose on the Loose programs were delivered every Wednesday during the month of April. One child (sibling of child who is in the program) who was not enthused to be in Mother Goose has really warmed up to me. He entered the room before his mom and sister on 4/19/17, sat down and stated, 'I like you teacher'. This made my day!"

Rensselaer Library News

Linda reports, that she and Rachel attended a Resource Sharing Conference in Indianapolis in April. The Database Committee met to discuss their budget and our database offerings, and all selectors for the 3 libraries met with Technical Services to address cataloging standardization throughout JCPL.

Janice reports that she "represented the library at the VERY WET & COLD Brookside Park Earth Day festivities, and also earlier in the month represented the library at the Step Ahead Family Event at the fairgrounds; which had an extremely poor attendance." This event was organized by the Jasper County Extension Office. Evie co-represented. Janice also reports that "Head Start and the Youth Center really enjoy the time we spend with them. Our Butterfly garden got a pruning/weeding and some new plants on Third Thursday. The kids enjoyed digging holes for the new plants."

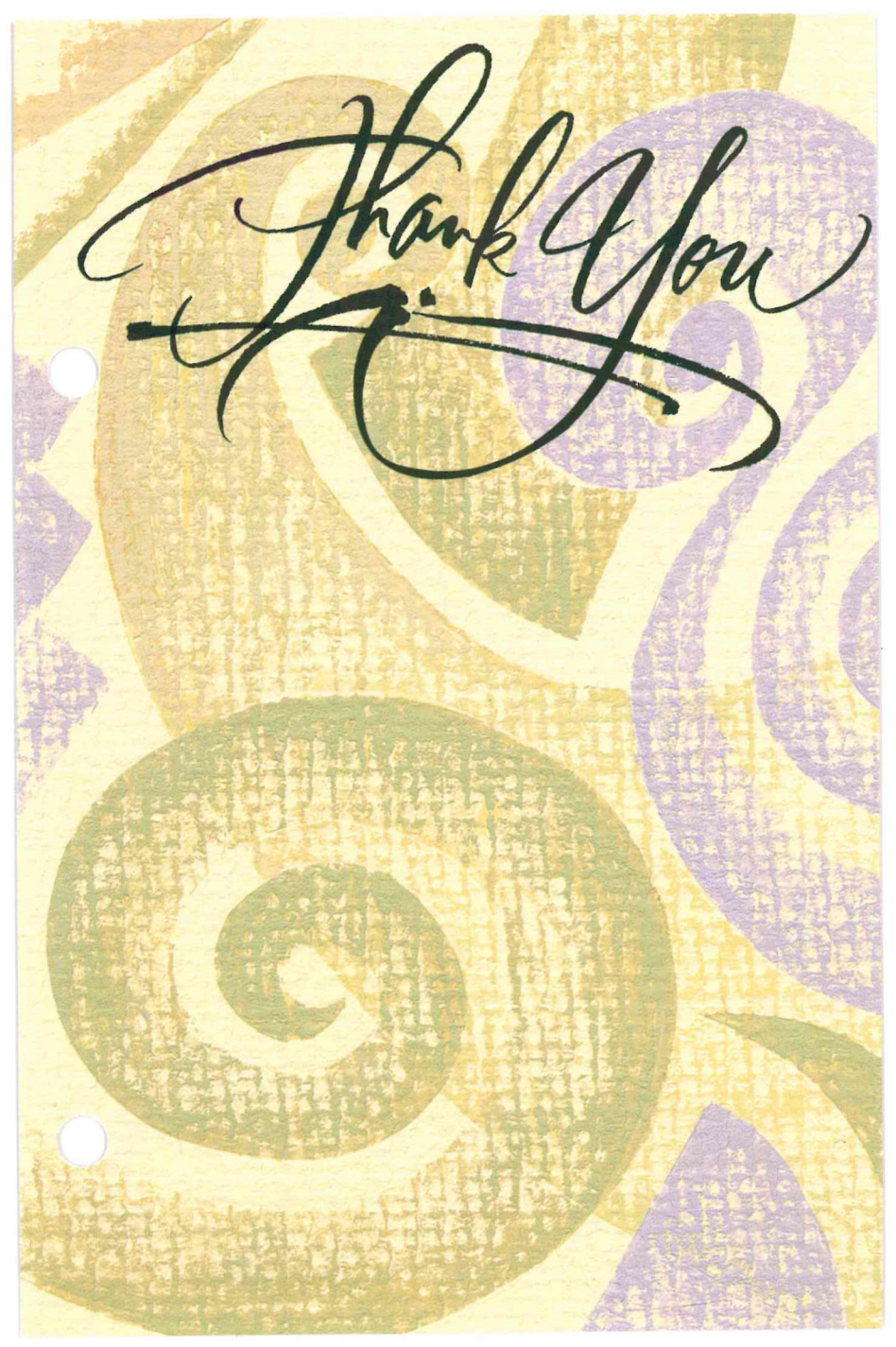
Wheatfield Library News

Evie reports, "April went by in a blur...there was so much going on! Carolynn and I offered 7 programs, including 2 book discussions, health screenings, Easter Family Fun Night, a movie, cake decorating class, and performer Matthew Ball. Children's programs included Toddler Time, After School Program, Maker Monday, and book discussions for teens and grades 2-5. Rachael also visited Head Start and a few of the Wheatfield Elementary classrooms to read and promote new materials, as well as participated in Wheatfield Elementary's Kindergarten Roundup, providing kids and parents information and an invite to the library."

She also reported that she "scheduled and oversaw the cleaning of all of the Wheatfield Library carpets (graciously paid for by our Friends group), and wrote a mini-grant for the system, requesting special glasses and promotional materials for the solar eclipse that will take place in August."

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet.-Patty

Jasper County Library Board



Thank You

To my Library Board -
Thank you so much for
my "anniversary holiday
day". It has been a
pleasure working for
you the past ten years.
This is the best job I
have ever had and I
appreciate all you do
for your employees. I
have been blessed with
some great co-workers
as well. Thank you
again ☺
Nancy Phillips

JCPL FINANCIAL STATEMENT

April 30, 2017

	<u>Beginning 2017 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$690,256.72	\$190,502.54	\$713,714.23	\$66,373.51	\$293,314.26	\$269,856.75
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$1,263.51	\$4,632.99	\$686.39	\$6,958.52	\$16,626.88
DeMotte	\$3,743.26	\$572.97	\$945.73	\$0.00	\$2,790.00	\$5,587.53
Rensselaer	\$8,743.11	\$622.63	\$3,444.84	\$586.39	\$3,089.95	\$8,388.22
Wheatfield	\$1,814.98	\$67.91	\$242.42	\$100.00	\$1,078.57	\$2,651.13
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$13.92	\$59.14	\$181,413.49
Bond & Interest Redemption Fund	\$148,083.44	\$0.00	\$165,066.25	\$0.00	\$0.00	(\$16,982.81)
Rainy Day Fund	\$2,622,356.36	\$650.00	\$2,332.50	\$201.07	\$854.86	\$2,620,878.72
Includes Investments of:						
State Technology Fund Grant Fund	\$0.00	\$1,621.50	\$4,864.50	\$0.00	\$16,333.34	\$11,468.84
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$0.00	\$26,792.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$216.62	\$0.00	\$198.72	\$29.86	\$86.93	\$104.83
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,021.10	\$30,909.40	\$8,021.10	\$30,909.40	\$0.00
FICA Tax Collected	\$0.00	\$7,561.78	\$29,415.72	\$7,561.78	\$29,415.72	\$0.00
State Tax Collected	\$3,329.68	\$3,215.46	\$13,314.43	\$3,442.47	\$13,427.17	\$3,442.42
County Tax Collected	\$2,486.68	\$2,435.47	\$10,096.08	\$2,637.46	\$10,246.91	\$2,637.51
Deferred Comp.	\$0.00	\$1,990.00	\$7,960.00	\$1,990.00	\$7,960.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,568.48	\$14,138.07	\$3,568.64	\$14,136.55	\$62.87
Employee Life Insur.	\$0.36	\$181.35	\$726.40	\$181.34	\$726.36	\$0.32
Employee INPRS	\$0.00	\$3,108.23	\$12,147.81	\$3,108.23	\$12,147.81	\$0.00
Garnishments	\$0.00	\$160.34	\$561.19	\$160.34	\$561.19	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$224,279.76	\$1,036,870.29	\$97,976.11	\$437,138.16	\$3,102,688.74

Bank Balances
Jasper County Public Library
Report as of: 4/30/17

<i>Bank</i>		
1	Alliance Bank	\$3,102,418.74
2	Cash On Hand	\$270.00
<i>Total all banks =</i>		<i>\$3,102,688.74</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for **100 OPERATING FUND**
Jasper County Public Library

Report Date: From **4/1/17** *To* **4/30/17**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$5,798.00	\$23,107.93	\$22,315.80	\$46,468.07	33.2
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$89,406.80	\$347,420.50	\$361,935.01	\$733,726.50	32.1
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$6,777.79	\$26,417.27	\$27,670.58	\$64,325.73	29.1
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,561.78	\$29,415.72	\$30,566.93	\$65,556.28	31.0
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$2,369.26	\$3,149.10	\$4,205.05	\$3,863.90	44.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$9,065.34	\$35,316.17	\$36,731.62	\$73,755.83	32.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$10,051.01	\$40,397.54	\$43,619.63	\$110,438.46	26.8
Subtotal	\$1,603,359.00		\$1,603,359.00	\$131,029.98	\$505,224.23	\$527,044.62	\$1,098,134.77	31.5
<i>2. Supplies</i>								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$227.53	\$0.00	\$372.47	37.9
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$21.70	\$1,653.16	\$2,330.44	\$6,846.84	19.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$27.41	\$1,511.53	\$1,594.99	\$4,988.47	23.3
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$281.78	\$1,764.79	\$1,234.49	\$6,235.21	22.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$234.31	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$32.43	\$32.43	\$180.64	\$367.57	8.1
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$276.41	\$94.91	\$723.59	27.6
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$894.04	\$5,173.84	\$3,185.77	\$10,326.16	33.4

F34

F36

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$1,257.36	\$10,639.69	\$8,855.55	\$31,410.31	25.3
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$593.75	\$7,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$336.32	\$977.28	\$894.25	\$25,586.72	3.7
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$0.00	\$0.00	\$5,201.00	\$25,427.00	0.0
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$0.00	\$16,500.00	\$13,000.00	\$100.00	99.4
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$461.58	\$2,101.19	\$1,533.46	\$1,698.81	55.3
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$312.00	\$312.00	\$297.16	\$2,688.00	10.4
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,176.11	\$4,092.27	\$4,260.21	\$15,907.73	20.5
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$1,004.55	\$2,513.44	\$2,378.12	\$5,986.56	29.6
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$137.92	\$367.33	\$319.11	\$1,632.67	18.4
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$0.00	\$1,621.50	\$0.00	\$74,998.50	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$10.00	\$367.89	\$173.90	\$232.11	61.3
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$783.96	\$1,599.16	\$1,423.72	\$200.84	88.8
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$262.00	\$300.00	0.0
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$13,327.00	\$18,407.00	\$3,645.00	\$8,593.00	68.2
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,425.39	\$9,124.69	\$6,184.12	\$35,875.31	20.3
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$7,925.25	\$27,515.14	\$24,970.75	\$72,484.86	27.5
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$289.85	\$975.03	\$1,204.45	\$3,024.97	24.4
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$592.84	\$2,348.61	\$2,381.32	\$5,151.39	31.3
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$1,107.59	\$7,456.66	\$9,534.40	\$109,713.34	6.4
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$194.80	\$188.80	\$105.20	64.9
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$257.00	\$253.00	\$1,943.00	11.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.0
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$42.90	\$200.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$8,184.47	\$31,951.00	\$31,615.53	\$82,282.00	28.0
Subtotal	\$689,506.00		\$689,506.00	\$37,086.78	\$128,681.99	\$110,356.95	\$560,824.01	18.7
<i>4. Capital Outlays</i>								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$599.97	\$4,953.21	\$2,352.21	\$77,670.79	6.0
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	(\$107.50)	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$15,679.66	\$41,129.70	\$41,181.34	\$118,870.30	25.7
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$6,488.27	\$6,770.70	\$18,511.73	26.0
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$4,848.79	\$16,489.64	\$11,509.94	\$43,510.36	27.5
Subtotal	\$327,624.00		\$327,624.00	\$21,128.42	\$69,168.32	\$61,921.69	\$258,455.68	21.1
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$190,502.54	\$713,714.23	\$708,178.81	\$1,948,824.77	26.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F-3.D

Appropriation Report for 151 RAINY DAY FUND
Jasper County Public Library

Report Date: From 4/1/17 To 4/30/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$650.00	\$2,332.50	\$0.00	(\$2,332.50)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.0
Subtotal	\$5,000.00		\$5,000.00	\$650.00	\$2,332.50	\$0.00	\$2,667.50	46.7
<i>4. Capital Outlays</i>								
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$51,195.00	\$0.00	\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
Subtotal	\$51,195.00		\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
Grand Total	\$56,195.00	\$0.00	\$56,195.00	\$650.00	\$2,332.50	\$0.00	\$53,862.50	4.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155 STATE TECHN.FUND GRANT
Jasper County Public Library

Report Date: From 4/1/17 To 4/30/17

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>								
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,621.50	\$4,864.50	\$4,324.00	(\$4,864.50)	0.0
Subtotal	\$0.00		\$0.00	\$1,621.50	\$4,864.50	\$4,324.00	(\$4,864.50)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,621.50	\$4,864.50	\$4,324.00	(\$4,864.50)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From 4/1/17 To 4/30/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35337	245	AARON'S LAWN CARE	4/10/17	Snow removal	\$225.00
35338	246	ANDREA QUICK	4/10/17	Mileage 12/21/16-3/15/17: Walking Books	\$14.98
35339	247	ANTHEM BLUE CROSS BLUE	4/10/17	Health Insurance premiums- April 2017	\$12,251.16
35340	248	ANTHEM LIFE	4/10/17	Life Insurance premiums- April 2017	\$98.28
35341	249	BAKER & TAYLOR	4/10/17	Books, Continuations, AV, Auto. Yours	\$12,090.17
35342	250	BAKER & TAYLOR ENTERTAIN	4/10/17	DVDs	\$1,561.81
35343	251	BETTER CONTAINERS MFG. C	4/10/17	Love My Library bags	\$254.15
35344	252	BLUETARP FINANCIAL, INC	4/10/17	Supplies to build loft in maintenance room	\$39.33
35345	253	CRESTLINE SPECIALTIES, INC	4/10/17	Promotional umbrellas & clips	\$783.96
35346	254	DELTA DENTAL	4/10/17	Dental Insurance premiums- April 2017	\$534.78
35347	255	DONNA BARKO	4/10/17	Mileage 3/1-4/3/17: Bank deposits, Post Office, new employee orientations	\$33.87
35348	256	EDWARD P. DUMAS	4/10/17	Legal Assistance: Real Estate Purchase	\$650.00
35349	257	ELLISON EDUCATIONAL EQUI	4/10/17	Die cuts	\$164.25
35350	258	ENA SERVICES LLC	4/10/17	Internet service for March 2017	\$1,621.50
35351	259	EVELYN BRISTOL	4/10/17	Mileage 1/27-3/21/17: Meeting @ Demotte Library, AY meeting, Management meetings, Counterparts meeting, transport, Librarian's Council meeting, meet with Director, Walking Books, Jasper Foundation Dinner; Counterparts meeting expenses	\$162.10
35352	260	FINDAWAY WORLD, LLC	4/10/17	Playaways	\$191.22
35353	261	GALE/CENGAGE LEARNING	4/10/17	Books	\$134.49
35354	262	GREY HOUSE PUBLISHING	4/10/17	Continuations	\$432.50
35355	263	INDIANA DEPT. OF WORKFOR	4/10/17	1st Quarter 2017 Unemployment Compensation Pymt	\$2,369.26
35356	264	KARLA HAUSENFLECK	4/10/17	Mileage 3/13-3/21/17: Positivity Committee meeting, Outreach Storytimes	\$28.36
35357	265	KIMBERLY HUNTER	4/10/17	Mileage 3/13/17: ASK meeting	\$23.54
35358	266	MATTHEW BALL	4/10/17	Program Presenter	\$300.00
35359	267	MICHAEL R. ANDERSON	4/10/17	Rens: snow removal 3/13-3/15/17	\$50.00
35360	268	NANETTE SPEACHT	4/10/17	Mileage 3/13/17: ASK meeting	\$8.56
35361	269	NIPSCO	4/10/17	Gas & electric service	\$5,962.59
35362	270	NITCO	4/10/17	DeM: Local Phone & Fax Service April 2017	\$159.80
35363	271	PATTY STRINGFELLOW	4/10/17	Mileage 3/14/17: ILF Statehouse Day	\$95.23
35364	272	THE PENWORTHY COMPANY	4/10/17	Books	\$2,601.31
35365	273	POSTMASTER	4/10/17	Stamps, pre-stamped postcards	\$312.00
35366	274	PRECISION CONTROL SYSTE	4/10/17	Rens: No heat, boiler in alarm #28, pilot assembly warped, replaced pilot assembly	\$832.59
35367	275	REPUBLIC SERVICES #715	4/10/17	Wh: Trash Service- April 2017	\$82.15
35368	276	SVT, LLC	4/10/17	Management meeting expenses	\$32.33
35369	277	TEAM SOFTWARE SOLUTION	4/10/17	Public Web Browser Annual Renewal	\$125.00
35370	278	THE LIBRARY CORPORATION	4/10/17	TLCU Conference registrations- B. Amalong, E. Bristol, P. Stringfellow, M. Molenaar	\$996.00
35371	279	VISION SERVICE PLAN	4/10/17	Vision Insurance Premiums- April 2017	\$214.74
35372	280	WAL-MART COMMUNITY/RFC	4/10/17	Cleaning supplies, Cook the Book program expenses, Anime program expenses, Tuesday Movie program expenses, conference room supplies, children's supplies, DVDs, CDs	\$2,723.90
0	281	PAYROLL	4/10/17	PAYROLL	\$52,466.84
0	282	BILL HROMADA	4/10/17	Courier Mileage, 3/16/17-3/31/17 (Conf #510)	\$398.04
0	283	GREAT-WEST RETIREMENT S	4/10/17	Annuity Withheld 4/10/17payroll (Conf. #511)	\$995.00
0	284	INDIANA CHILD SUPPORT BU	4/10/17	Child Support Garnishment: Andrea Quick 4/10/2017 Payroll (Payment #1890320170406103220)	\$80.17

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	285	INDIANA DEPARTMENT OF RE	4/10/17	EFT-State & County Taxes w/held March 2017 Payrolls (Ref #61811)	\$5,650.93
0	286	INPRS fbo PERF	4/10/17	4/10/17 Payroll Contributions	\$6,238.59
0	287	IRS USA TAXPAYMENT	4/10/17	EFT-FICA & Federal Taxes w/held 4/10/17 (Ref #60984145)	\$12,010.93
0	288	TOWN OF DEMOTTE	4/10/17	DeM: Sewer & Water- March 2017 (conf# 509)	\$167.64
0	289	ALLIANCE BANK	4/10/17	Direct Deposit Fees March 2017	\$37.20
35373	290	ACE HARDWARE	4/10/17	Summer Reading prizes, paint supplies, keys, shellac, nuts/bolts/nails, ground receptacle, GFI receptacle, shelf supplies, outlet supplies, v belts, steel angle	\$174.33
35374	291	BUSINESS CARD	4/10/17	Books, background check, charging stations, vacuum repair parts, rubber stamp, thermalstrike bug killers, cooling racks, odor eliminator, folding hand truck, Facebook advertising, AV returns, concrete dye, plastic totes	\$1,332.70
35375	292	CONSOLIDATED INSURANCE	4/10/17	Semi-annual premium for building insurance; annual premium for workman's comp	\$13,327.00
35376	293	CULLIGAN WATER CONDITIO	4/10/17	Wh: Water Cooler Rental-April 2017, 5-gallon drinking water- 8	\$69.55
35377	294	DEBORAH KRISTOFF	4/10/17	Mileage 1/12-3/23/17: Management meetings, Book vendor meetings, Branch Counterparts meeting, transport, Librarian's Council meeting, supply pickup; Books	\$183.72
35378	295	DEMCO	4/10/17	Fastape, clear polypropylene tape, book tape, bookmarks, rubber band racer kit, book pockets, subject classification labels, color code dots, polyfit	\$842.88
35379	296	INDIANA WASTE SERVICE	4/10/17	DeM: Trash Pick-up, April 2017	\$89.70
35380	297	KONE, INC.	4/10/17	DeM: Elevator maintenance agreement 4/1/17-6/30/17	\$429.84
35381	298	LINDA THOMPSON	4/10/17	Mileage 4/4/17: Reference Counterparts meeting	\$8.56
35382	299	THE PENWORTHY COMPANY	4/10/17	Books	\$1,134.16
35383	300	RENSSELAER LAUNDRY ROO	4/10/17	Laundry	\$20.00
35384	301	ROEING CORPORATION	4/10/17	Tech Maintenance Support - 2nd Installment 2017	\$7,500.00
0	302	TOWN OF WHEATFIELD	4/10/17	Wh: Sewer- April 2017 (conf# 512)	\$56.65
35385	303	UNIQUE MANAGEMENT SERVI	4/10/17	Collections: Initial/Secondary Placements- March 2017	\$71.60
0	304	PAYROLL	4/25/17	PAYROLL	\$49,515.75
0	305	BILL HROMADA	4/25/17	Courier Mileage, 4/1/17-4/15/17 (Conf #516)	\$331.70
0	306	CENTURYLINK	4/25/17	Rens: Local Phone & Fax Service- April 2017 (Conf #513)	\$172.58
0	307	CENTURYLINK	4/25/17	WH: Local Phone Service April 2017 (Conf. # 514)	\$93.04
0	308	CENTURYLINK	4/25/17	WH: Fax Service April 2017 (Conf. # 517)	\$36.16
0	309	CITY OF RENSSELAER	4/25/17	RENS: Utilities 3/8/2017 - 4/10/17 (Conf. #515)	\$3,817.00
0	310	GREAT-WEST RETIREMENT S	4/25/17	Annuity Withheld 4/25/17payroll (Conf. #518)	\$995.00
0	311	INDIANA CHILD SUPPORT BU	4/25/17	Child Support Garnishment: Andrea Prescaro 4/25/2017 Payroll (Payment #1890320170420172448)	\$80.17
0	312	INPRS fbo PERF	4/25/17	4/25/17 Payroll Contributions	\$5,934.98
0	313	IRS USA TAXPAYMENT	4/25/17	EFT-FICA & Federal Taxes w/held 4/25/17 (Ref #62764091)	\$11,133.73
0	314	AFLAC	4/25/17	Supplemental Insurance April 2017 (Conf. #519)	\$701.88
0	315	SPARKPAY	4/30/17	Merchant Processing Fees- April 2017	\$20.83

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$224,279.76

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, May 03, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$224,279.76

Date this 8th day of May, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

April 30, 2017

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,208.73	\$9,822.06
DeMotte	\$752.22	\$3,329.40		
Rensselaer	\$1,056.72	\$3,927.49		
Wheatfield	\$399.79	\$2,565.17		
PHOTOCOPIES:			\$913.47	\$3,523.45
DeMotte	\$335.69	\$1,286.44		
Rensselaer	\$395.63	\$1,532.31		
Wheatfield	\$182.15	\$704.70		
INTEREST (Checking, Repurchase, CDs):.....			\$27.77	\$177.97
TAXES:			\$62,896.00	\$251,584.00
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$251,584.00		
TAXABLE SALES:-.....			\$5.54	\$20.83
REFUNDS:			\$322.00	\$28,185.95
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$300.00	\$1,100.00		
Reimbursement	\$0.00	\$388.35		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$22.00	(\$94.40)		
Interfund Transfer	\$0.00	\$26,792.00		
TOTAL OPERATING FUND RECEIPTS.....			\$66,373.51	\$293,314.26
PLAC FUND:-.....			\$0.00	\$0.00
GIFT FUNDS:			\$686.39	\$6,958.52
DeMotte	\$0.00	\$2,790.00		
Rensselaer	\$586.39	\$3,089.95		
Wheatfield	\$100.00	\$1,078.57		
LIB. IMPROV. RESERVE FUND:			\$13.92	\$59.14
Interest Earned	\$13.92	\$59.14		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$201.07	\$854.86
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$201.07	\$854.86		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$16,333.34
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$29.86	\$86.93
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$67,304.75	\$317,607.05

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WITHHOLDING ACCOUNT FUNDS:

			\$30,671.36	\$119,531.11
FIT Tax Collected	\$8,021.10	\$30,909.40		
FICA Collected	\$7,561.78	\$29,415.72		
State Tax Collected	\$3,442.47	\$13,427.17		
County Tax Collected	\$2,637.46	\$10,246.91		
Deferred Comp Plan	\$1,990.00	\$7,960.00		
Pre-tax Insurance Plans	\$3,568.64	\$14,136.55		
Life Insurance	\$181.34	\$726.36		
INPRS	\$3,108.23	\$12,147.81		
Garnishments	\$160.34	\$561.19		
Credit Union	\$0.00	\$0.00		

TOTAL RECEIPTS - ALL FUNDS.....			\$97,976.11	\$437,138.16
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Flea

Voucher List
Jasper County Public Library

Report Date: From **5/1/17** To **5/8/17**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35386	316	AARON'S LAWN CARE	5/8/17	Mowing	\$515.00
35387	317	ANTHEM BLUE CROSS BLUE	5/8/17	Health Insurance premiums- May 2017	\$12,251.16
35388	318	ANTHEM LIFE	5/8/17	Life Insurance premiums- May 2017	\$98.28
35389	319	BAKER & TAYLOR	5/8/17	Books, Continuations, AV, Auto. Yours	\$10,306.85
35390	320	BAKER & TAYLOR ENTERTAIN	5/8/17	DVDs	\$3,160.78
35391	321	BLUETARP FINANCIAL, INC	5/8/17	Window siding, gutter sealant	\$29.76
35392	322	BROWN'S GARDEN & FLORAL	5/8/17	Rens: Ash Tree Treatment	\$175.80
35393	323	COVENTRY HOUSE PUBLISHI	5/8/17	Books	\$26.97
35394	324	D & S COMPUTER SERVICES	5/8/17	Hosting 2nd quarter 2017	\$120.00
35395	325	DELTA DENTAL	5/8/17	Dental Insurance premiums- May 2017	\$534.78
35396	326	EDWARD P. DUMAS	5/8/17	Legal Assistance: Real Estate Purchase, Personnel Matter	\$1,221.20
35397	327	ENA SERVICES LLC	5/8/17	Internet service for April 2017	\$1,621.50
35398	328	FAEGRE BAKER DANIELS LLP	5/8/17	Legal Assistance: Policy Matters, Section 125 Plan	\$3,576.00
35399	329	GRAINGER	5/8/17	Plumbing repair parts	\$56.94
35400	330	HP Products	5/8/17	Mop handle, neutral cleaner, enmotion paper towels, trash bags, paper towel rolls, glass cleaner, neutral disinfectant, toilet paper, m-folds	\$868.26
35401	331	JASPER COUNTY TREASURE	5/8/17	DeM: Tax bill for ditch	\$264.00
35402	332	JASPER CO. VETERANS COU	5/8/17	2- 4x6' US Flag, 2- 3x5' Indiana Flags	\$152.00
35403	333	KIRK KOZAK	5/8/17	Reimbursement to patron for overpayment.	\$3.30
35404	334	Krooswyk Plumbing, Heating &	5/8/17	DeM: urinal repair	\$341.13
35405	335	LINDA POORTENGA	5/8/17	Mileage 4/4-4/27/17: Reference Counterparts meeting, Management meeting, Standards meeting, B2B, Librarian's Council meeting; B2B expenses	\$140.24
35406	336	NETWISE RESOURCES INC	5/8/17	Rens: staff copier quarterly service agreement	\$841.05
35407	337	NEWTON & ASSOCIATES, INC	5/8/17	Real estate appraisal on 200 10th St SW, DeMotte, IN 46310; Real estate appraisal on 220 10th St SW, DeMotte, IN 46310	\$800.00
35408	338	NITCO	5/8/17	DeM: Local Phone & Fax Service May 2017	\$159.80
35409	339	OFFICE DEPOT	5/8/17	Kleenex, hand soap, laminator pouches, toner, copy paper, multi-surface cleaner, spiral notebooks, double-sided tape, scotch tape, contact paper, sponges, antistatic screen spray, glue sticks, audio adapters, flash drives, envelopes, label tape, color copy paper, paper clips	\$878.72
35410	340	PAUL O. KELLY	5/8/17	Summer Reading Program Presenter	\$825.00
35411	341	POSTMASTER	5/8/17	Stamps	\$980.00
35412	342	POST TRIBUNE	5/8/17	Wh: Newspaper subscription Acct# 34235730	\$260.00
35413	343	PRECISION CONTROL SYSTE	5/8/17	DeM: Replaced 2 very hard to access control valves, linkage, & linkage extensions, replaced hydraulic actuator, 2 autovents, PRV, valve, & actuator; AH-1 not running in auto, found DMS panel lost database due to power loss onsite, loaded DMS panel database & checked operation of AH-1; Rens: replaced valve, linkage & extension kit; 1st Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2017)	\$9,589.68
35414	344	QUILL CORPORATION	5/8/17	Gloves, labels, velcro coins, CD/DVD file folders, correction tape, sticky notes, file folder labels, clothespins, toner, name tags, binders, ink cartridges, ruled notepads, construction paper, calendar, craft sticks, sandwich bags	\$523.12

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35415	345	RACHAEL CAVINDER	5/8/17	Mileage 12/8/16-4/18/17: Preschool Visits, 10 Day Challenge meetings, book vendor meeting, Management meeting	\$56.77
35416	346	RACHEL KUHN	5/8/17	Mileage 4/7/17: ILL Conference; Book Discussion expenses	\$133.32
35417	347	RENSSELAER ROTARY CLUB	5/8/17	March & April 2017 dues & meals	\$101.50
35418	348	REPUBLIC SERVICES #715	5/8/17	Wh: Trash Service- May 2017	\$100.69
35419	349	S & S WORLDWIDE, INC	5/8/17	Lego brick set	\$89.99
35420	350	SUNRISE PACKAGING INC.	5/8/17	Cases for TV series	\$1,375.26
35421	351	TRUGREEN PROCESSING CE	5/8/17	Wh: Ornamental Bed Weed Control	\$311.00
35422	352	VALUATION SERVICES, LLC	5/8/17	Real estate appraisal on 200 10th St SW, DeMotte, IN 46310; Real estate appraisal on 220 10th St SW, DeMotte, IN 46310	\$800.00
35423	353	VISION SERVICE PLAN	5/8/17	Vision Insurance Premiums- May 2017	\$214.74
35424	354	WALL STREET JOURNAL	5/8/17	Newspaper subscriptions Acct# 051496878420 & Acct# 010560502255	\$957.76
35425	355	WAL-MART COMMUNITY/RFC	5/8/17	Children's supplies, program supplies, poster, bandages, DVDs, wipes	\$237.33
35426	365	ACE HARDWARE	5/8/17	Shelving supplies	\$51.67
0	366	ALLIANCE BANK	5/8/17	Direct Deposit Fees April 2017	\$37.00
35427	367	AFFORDABLE ALTERNATIVES	5/8/17	Intentionally Empty labels	\$53.27
35428	368	BUSINESS CARD	5/8/17	ILF District Conference registrations- P. Stringfellow, B. Amalong, R. Cavinder, C. DeVries, background check, velcro coins, children's supplies, tape dispensers, Construction Junction app, scanners, chairs, Summer Reading prizes, cupcake decorating program supplies, Counterparts meeting expenses, concrete dye, Branch Counterparts meeting expenses	\$1,116.26
35429	369	CAROLYNN DeVRIES	5/8/17	Mileage 3/27-4/25/17: Books & Coffee Discussions	\$17.12
35430	370	CULLIGAN WATER CONDITIO	5/8/17	Wh: Water Cooler Rental-May 2017	\$11.95
35431	371	DEMCO	5/8/17	Summer Reading supplies & prizes, book pockets, Dewey poster set, book supports	\$1,173.69
35432	372	EBS IRRIGATION, INC	5/8/17	Irrigation system repairs	\$729.88
35433	373	EBS IRRIGATION, INC	5/8/17	Wh: Start up of irrigation system	\$75.00
35434	374	FINDAWAY WORLD, LLC	5/8/17	Playaway battery covers	\$7.08
35435	375	GAYLORD BROS., INC.	5/8/17	Microfilm cases, labels	\$95.44
35436	376	INDIANA WASTE SERVICE	5/8/17	DeM: Trash Pick-up, May 2017	\$89.70
35437	377	MIDWEST TAPE	5/8/17	DVDs	\$83.96
35438	378	NIPSCO	5/8/17	DeM & Wh: Gas & electric service 3/31-4/28/17	\$5,442.03
35439	379	OFFICE DEPOT	5/8/17	Sponges, canned air	\$74.46
35440	380	PATTY STRINGFELLOW	5/8/17	Mileage 4/10-5/5/17: Board meeting, Branch Visits, ILF District 2 meeting	\$135.89
35441	381	RACO INDUSTRIES	5/8/17	Scanners	\$399.65
35442	382	REBECCA AMALONG	5/8/17	Mileage 2/15-5/5/17: AY & Continuations meeting, Call Number meeting, ILF Conference	\$59.92
35443	383	RELIABLE EXTERMINATORS, I	5/8/17	DeM & Rens: Interior & exterior treatments	\$432.00
35444	384	RENSSELAER REPUBLICAN	5/8/17	DeM: Newspaper subscription Acct# 0038530	\$139.00
35445	385	SMITH FARM STORE	5/8/17	Mulch	\$49.90
35446	386	UNIQUE MANAGEMENT SERVI	5/8/17	Collections: Initial/Secondary Placements- April 2017	\$125.30

F6c

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$65,099.85

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 08, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 8th day of May, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Thursday, May 25, 2017 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Exercise of Option to Purchase - DeVries

Adjournment

June

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 12, 2017, 6pm
Rensselaer Public Library**

Executive Session: To discuss an employee job performance evaluation
(IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of May Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7 & R 7a)
Policy Review (R 10 & R 20)

General Business

Interlibrary Loan Policy (R 20)	Action
Director Compensation (R 20)	Action
DeMotte Touch of Dutch Festival (R 21)	Action
2018 Budget Committee (R 21)	Information

Director's Report (R 20-R 24)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES**Special Meeting of the Jasper County Public Library Board
6:00 PM****May 25, 2017
Rensselaer Library**

Present: Jody Melton, Janet Umlauf, Mark Heinig, Janelle Harper, Patty Stringfellow, Rayann Gilmore, Ed Dumas

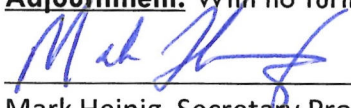
Absent: Natalie Waling, Kevin Kaluf, Deana George

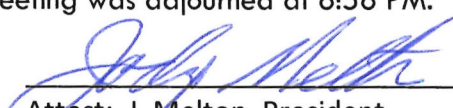
Exercise of Option to Purchase – DeVries: Attorney, Ed Dumas, explained that three appraisals were obtained for the DeVries property located adjacent to the DeMotte Public Library. These appraisals evidence a fair market value equal to the sum of \$120,000. J. Umlauf moved to move forward to exercise the option to purchase the property located at 220 10th Street SW, DeMotte, Indiana for \$120,000 and to authorize Director, P. Stringfellow to execute the purchase agreement, seconded by M. Heinig. Motion passed.

P. Stringfellow recommended that the Board seek an additional appropriation in the amount of \$229,000 from the Rainy Day fund to have sufficient funds to pay for the purchase of the DeVries property and the Hubers property, if the Board decides to move forward with the Hubers real estate option agreement. M. Heinig moved to seek an additional appropriation in the amount of \$229,000 from the Rainy Day fund and to give notice of the Library's proposed additional appropriation, seconded by J. Harper. Motion passed.

The notice to taxpayers of the proposed additional appropriation will be taken to the newspaper on May 26, since that is the deadline for the advertisement to be in both the Rensselaer Republican and the Kankakee Valley Post News on June 8. The Library is on the agenda for the June 20 Jasper County Council meeting at 7:10 PM.

Adjournment: With no further matters for discussion the meeting was adjourned at 6:56 PM.


Mark Heinig, Secretary Pro-Tem


Attest: J. Melton, President

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

May 8, 2017
Rensselaer Library

Present: Kevin Kaluf, Janelle Harper, Natalie Waling, Deana George, Janet Umlauf, Mark Heinig, Patricia Stringfellow, Rayann Gilmore

Absent: Jody Melton

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:11 PM.

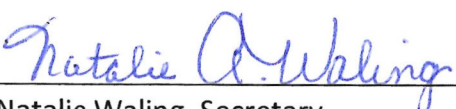
Agenda & Consent Agenda Approval: M. Heinig moved to add the salary ordinance update to the consent agenda, seconded by N. Waling. Motion passed. The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Public Records Policy revisions, and Bulletin Board Policy revisions were approved on a motion by J. Harper, and seconded by D. George. Motion passed.

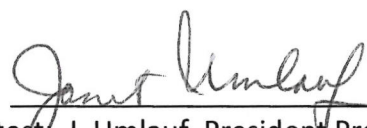
Real Estate Option Agreements/Property Appraisals – Review & Discussion: Two appraisals have been completed for each property. Attorney, Ed Dumas, and P. Stringfellow will meet with the property owners to discuss what the property owners want to do. After this meeting Ed will present a specific action plan to the board for their consideration.

Trust Indiana Account Set-Up: Last month the board voted to join Trust Indiana. We are in the process of setting up the account and need to determine a start-up amount. We recommend investing \$2 million from the Rainy Day Fund in Trust Indiana. M. Heinig moved to move \$2 million from the Rainy Day Fund to Trust Indiana via ACH, seconded by K. Kaluf. Motion passed.

Director's Report: We launched Hotspot Checkout on May 1 with a soft launch. We will do press releases and a radio spot mid May to get the word out. We now have charging towers and docking stations for patron use. Patrons will find a free standing Portable Power Tower Charging Station and three ChargeHub USB Universal Charging Stations at each library location. This new equipment safely and effectively powers phones, tablets, mobile and other electronic devices, and is free to use in the library. This equipment was made possible by a generous grant from the Jasper Foundation. D. George's current board term expires May 11, 2017. She does not wish to be reappointed due to scheduling conflicts. P. Stringfellow has advised her appointing authority, Rensselaer Central School Board. We will miss her service. The Indiana General Assembly passed a budget that included stable funding for INSPIRE and increased funding for internet connectivity for libraries. A program on Charlie Halleck will be presented at the Rensselaer Library on May 16 at 6:00PM. Everyone is welcome to attend.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:22 PM.


Natalie Waling, Secretary


Attest: J. Umlauf, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
May 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	23	3	0	26
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	42	3	1	46
Blu-Ray (DBR)	219	0	2	221
Books on CD (DBKCD)	103	11	26	140
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	76	1	9	86
Digital Audiobooks (DDA)	45	2	0	47
DVD (DDVD)	1413	69	20	1502
Equipment (DEQP)	22	0	0	22
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	24	0	0	24
Fiction (DFIC)	541	23	12	576
Fiction Fantasy (DFICF)	8	2	0	10
Fiction Mystery (DFICM)	111	5	2	118
Fiction New (DFICNEW)	452	9	19	480
Fiction Science Fiction (DFICSF)	4	1	0	5
Fiction Western (DFICW)	6	1	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	71	0	0	71
Hanging Bags (DHANG)	8	0	0	8
ILL (DILL)	7	0	0	7
Internet (DINTER)	496	0	0	496
Juv. Audio book (DJAUDB)	28	1	0	29
Juv. Biography (DJBIO)	46	0	0	46
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	24	0	0	24
Juvenile Easy (DJE)	693	8	4	705
Juv. Easy Non-fiction (DJENF)	55	1	1	57
Juv. Easy Reader (DJER)	245	0	1	246
Juv. Fiction (DJFIC)	493	14	7	514
Juv. Holiday books (DJHOL)	12	0	0	12
Juv. Magazine (DJMAG)	26	0	0	26
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	255	9	3	267
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	139	1	0	140

Large Print Fiction (DLPF)	191	34	3	228
Large Print Nonfic (DLPNF)	12	0	0	12
Magazine (DMAG)	422	4	2	428
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	1	0	7
Nonfiction 100 (DNF100)	16	2	1	19
Nonfiction 200 (DNF200)	25	2	0	27
Nonfiction 300 (DNF300)	35	0	1	36
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	27	1	0	28
Nonfiction 600 (DNF600)	118	7	2	127
Nonfiction 700 (DNF700)	30	2	4	36
Nonfiction 800 (DNF800)	13	2	0	15
Nonfiction 900 (DNF900)	24	4	1	29
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	64	2	0	66
Nonfiction (DNFIC)	2	0	0	2
Nonfiction New (DNFNEW)	90	5	7	102
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	2	0	0	2
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	3	0	0	3
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	99	0	102
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	3	1	0	4
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	137	6	7	150
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	9	0	0	9
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	8	0	0	8
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	27	1	29
Blu-Ray (RBR)	2	418	1	421
Books on CD (RBKCD)	8	139	5	152
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	132	2	136
Digital Audiobooks (RDA)	1	29	0	30
DVD (RDVD)	29	2906	28	2963
Equipment (REQP)	0	7	0	7
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	18	0	18
Fiction (RFIC)	32	498	9	539
Fiction New (RFICNEW)	22	314	12	348
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	6	0	6
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	162	1	165
Hanging Bag (RHANG)	0	14	0	14
ILL (RILL)	0	44	0	44
Internet (RINTER)	0	1150	0	1150
Juv. Audio book (RJAUDB)	0	37	0	37
Juv. Biography (RJBIO)	1	10	2	13
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	33	1	34
Juvenile Easy (RJE)	6	583	4	593
Juv. Easy Non-fiction (RJENF)	1	36	0	37
Juv. Easy Reader (RJER)	5	401	1	407
Juv. Fiction (RJFIC)	6	473	4	483
Juv. Magazine (RJMAG)	0	14	0	14
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	295	3	302
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	100	1	101
Large Print Fiction (RLPF)	17	228	1	246
Large Print Nonfic (RLPNF)	0	5	0	5
Magazine (RMAG)	0	341	0	341
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	0	4
Non-Fiction 100 (RNF100)	0	19	0	19
Non-Fiction 200 (RNF200)	2	15	0	17
Non-Fiction 300 (RNF300)	4	42	2	48
Non-Fiction 400 (RNF400)	0	3	0	3
Non-Fiction 500 (RNF500)	0	4	0	4
Non-Fiction 600 (RNF600)	18	137	10	165
Non-Fiction 700 (RNF700)	4	61	3	68
Non-Fiction 800 (RNF800)	1	17	0	18
Non-Fiction 900 (RNF900)	6	61	4	71
Nonfiction Blu-Ray (RNFBR)	0	9	0	9
Nonfiction DVD (RNFDVD)	5	145	0	150
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	25	163	12	200
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	2	1	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	8	0	8
Software (RSWAR)	0	13	0	13
SRCS (SRCS) DeMotte	41	2	0	43

SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	1	16	19
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	0	13	0	13
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	113	3	120
YA Music CD (RYACD)	0	33	0	33
YA Nonfiction (RYANF)	0	3	0	3
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	2	8	10
Blu-Ray (WBR)	1	3	153	157
Books on CD (WBKCD)	15	5	104	124
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	1	92	96
Digital Audiobooks (WDA)	2	3	28	33
DVD (WDVD)	17	46	1626	1689
Equipment (WEQP)	0	0	4	4
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	15	15
Fiction (WFIC)	42	18	230	290
Fiction Fantasy (WFICF)	1	0	4	5
Fiction Mystery (WFICM)	4	3	42	49
Fiction New (WFICNEW)	25	10	243	278
Fiction Science Fiction (WFICSF)	0	0	7	7
Fiction Western (WFICW)	0	0	8	8
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	67	68
Hanging Bags (WHANG)	0	1	14	15
ILL (WILL)	0	0	27	27
Internet (WINTER)	0	0	291	291
Juv. Audio book (WJAUSB)	2	0	13	15
Juv. Biography (WJBIO)	0	0	19	19
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	2	4	6
Juvenile Easy (WJE)	19	4	462	485
Juv. Easy Non-fiction (WJENF)	0	2	46	48
Juv. Easy Reader (WJER)	12	5	472	489
Juv. Fiction (WJFIC)	34	11	392	437
Juv. Magazine (WJMAG)	0	0	14	14
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	7	148	160
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	2	174	177
Large Print Fiction (WLFPF)	25	13	133	171
Large Print Nonfic (WLPNF)	3	0	11	14

Magazine (WMAG)	2	0	248	250
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	6	1	10	17
Non-Fiction 200 (WNF200)	3	2	2	7
Non-Fiction 300 (WNF300)	2	1	15	18
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	0	1	4	5
Non-Fiction 600 (WNF600)	12	6	62	80
Non-Fiction 700 (WNF700)	0	1	8	9
Non-Fiction 800 (WNF800)	0	1	1	2
Non-Fiction 900 (WNF900)	2	6	31	39
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	2	115	117
Nonfiction (WNFIC)	1	0	0	1
Nonfiction New (WNFNEW)	7	7	51	65
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	7	7
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	3	3
YA Books on CD (WYABKCD)	1	0	4	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	18	8	171	197
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	10	10
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7458	9807	5856	23121

CIRCULATION BY HOLDINGS CODE
May 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	23	3	0	26
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	43	32	10	85

Blu-Ray (BR)	222	430	156	808
Books on CD (BKCD)	126	155	135	416
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	81	134	103	318
Digital Audiobooks (DA)	48	34	28	110
DVD (DVD)	1459	3021	1674	6154
Equipment (EQP)	22	7	4	33
See librarian (ERR)	0	0	0	0
Express Book (EXP)	24	18	15	57
Fiction (FIC)	615	539	251	1405
Fiction Fantasy (FICF)	9	2	4	15
Fiction Mystery (FICM)	115	8	44	167
Fiction New (FICNEW)	499	333	274	1106
Fiction Science Fiction (FICSF)	4	1	7	12
Fiction Western (FICW)	6	1	8	15
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	6	0	6
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	73	163	68	304
Hanging Bags (HANG)	8	15	14	37
ILL (ILL)	7	44	27	78
Internet (INTR)	496	1150	291	1937
Juv. Audio book (JAUDB)	30	38	13	81
Juv. Biography (JBIO)	47	10	21	78
Juv. Book on CD (JBKD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	24	35	5	64
Juvenile Easy (JE)	718	595	470	1783
Juv. Easy Non-Fiction (JENF)	56	39	47	142
Juv. Easy Reader (JER)	262	406	474	1142
Juv. Fiction (JFIC)	533	498	403	1434
Juv. Holiday (JHOL)	12	0	0	12
Juv. Magazine (JMAG)	26	14	14	54
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	264	311	154	729
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	2	0	2
Juv. Toddler (JTOD)	140	103	175	418
Large Print Fiction (LPF)	233	275	137	645
Large Print Nonfic (LPNF)	15	5	11	31
Magazine (MAG)	424	345	250	1019
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	5	1	12
Non-Fiction 100 (NF100)	22	22	11	55
Non-Fiction 200 (NF200)	30	19	2	51
Non-Fiction 300 (NF300)	41	43	18	102
Non-Fiction 400 (NF400)	5	3	0	8
Non-Fiction 500 (NF500)	27	6	4	37
Non-Fiction 600 (NF600)	148	150	74	372
Non-Fiction 700 (NF700)	34	64	15	113
Non-Fiction 800 (NF800)	14	20	1	35
Non-Fiction 900 (NF900)	32	71	36	139
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	69	149	115	333
Nonfiction (NFIC)	3	0	0	3
Nonfiction New (NFNEW)	122	175	70	367
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	2	2	1	5
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	43	132	43	218
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	8	7	22
Software (SWAR)	3	13	0	16
SRCS (SRCS) DeMotte	41	2	0	43
SRCS (From other libraries III-SRC	3	99	0	102
SRCS (SRCSW) Wheatfield	2	1	16	19
Vertical File (VF)	0	2	0	2
VHS	0	0	0	0
YA Audio book (YAUDB)	3	14	0	17
YA Biography (YAB)	2	1	3	6
YA Books on CD (YABKCD)	1	0	4	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	159	127	181	467
YA Music CD (YACD)	0	33	0	33
YA Nonfiction (YANF)	9	3	10	22
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	8	1	0	9
				0
Free reads	475	128	69	672
Games/Puzzles	34	27	0	61
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8010	10094	5968	24072

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1988	1306	809	4103
Nonfiction	602	803	331	1736
CHILDREN'S BOOKS				
Fiction	1676	1605	1522	4803
Nonfiction	379	362	222	963
YA BOOKS				
Fiction	232	290	249	771
Nonfiction	11	4	13	28
Magazines, Adult	424	351	250	1025
Magazines, Children	26	14	14	54
Sound Recordings, adult	259	337	270	866
Sound Recordings, ch	62	121	32	215
Online databases	0	0	0	0
Software	3	13	0	16

SRCS	46	102	16	164
Vertical file	0	2	0	2
VHS/DVD/Blu-Ray	1750	3600	1945	7295
Equipment	22	7	4	33
Total	7480	8917	5677	22074
A-V Circulation	2074	4071	2247	8392
A-V Circulation as % of total	27.7%	45.7%	39.6%	38.0%

May 2017

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	79,549	74,428	59,007
Circulation Increase/Decrease	-1.9%	3.4%	14.4%
XX			
MONTHLY SYSTEM STATISTICS	2016	2017	% change
Current month's Circulation	21,214	22,074	4.1%
Jan. to date circulation	106,379	107,338	0.9%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
22,627	22,297	15,914	15,868	15,768	15,373
18,404	18,459	20,288	19,897	9,597	9,632
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
16,193	16,236	13,583	13,609	12,842	12,888
8,846	8,889	6,716	6,742	6,675	6,721
					Fiction
					Nonfiction
					YA BOOKS
2,365	2,372	3,147	3,185	3,036	3,045
584	591	368	406	258	267
					Fiction
					Nonfiction
				2	2
					Magazines,Adult
0	0		0	0	0
					Magazines, Child
3,859	3,859	90	90	0	0
					Games, Toys
709	681	4,351	4,360	4,417	4,417
					Sound Rec/Adult
20	20	635	646	980	940
					Sound Rec/Child
209	209	17	17	16	16
					Online Databases
				-11	-11
					Software
					SRCS
106	106				
					Vertical Files
5,649	5,712	9,364	9,466	5,750	5,660
					VHS/DVD/Blu-ray
118	118	142	142	57	57
					Equipment
79,689	79,549	74,615	74,428	59,387	59,007
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

May 2017

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	233	50	167	36	283	61	683	148
LOCAL HISTORY								
In person	0	0	14	4	0	0	14	4
Letters written	1	1	5	5	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	496	21	1150	48	291	12	1937	81
Internet use-Wireless	2170		2883		775		5828	
Computer software used	103	9	120	10	41	3	264	22
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	26	3	0	0	30	4
CD ROM/Online databases	50	4	42	4	19	2	111	9
Public FAX24	23		19		24		66	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	14	5	10	3	24	8
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	15		7		1		23	
Outreach activities	52	52	16	11	0	0	68	45
Notarized documents	7	2	16	4	4	1	27	7
Meeting Room Use (no. of group)	51	17	58	19	35	12	144	48
Study room use	30	3	48	4	47	4	125	10
Proctoring	7	4	2	1	0	0	9	5
Tax Forms distributed	0	0	2	0	0	0	2	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1948	
IN-HOUSE USE ITEMS	630		254		91		975	
SELF-CHECKOUT USE	210		551		286		1047	
INTERLIBRARY LOANS								
Requests made for:	11	3	42	11	61	15	114	29
Items rec'd for:	43	22	132	66	43	22	218	109
Items requested by other libraries	26		26		16		68	
Items supplied to other libraries	26	13	26	13	16	8	68	34

REGISTRATIONS

Total Borrowers	7622	11497	4873	23992
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	291	477	127	895
Number of New Patrons Added	45	57	29	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	9	54	23	138	15	90	47	282
Number attending	631		1009		1018		2658	
YA Programs (14-17)	2	12	1	6	3	18	6	36
Number attending	205		47		261		513	
Adult Programs	5	30	5	30	3	18	13	78
Number attending	170		107		72		349	
Senior Citizen Programs	13	78	3	18	2	12	18	108
Number attending	55		47		13		115	
Total Number of Programs	30	180	34	204	23	138	87	522
Total Persons Attending	1061		1210		1364		3635	
Total Attending Same Month Last Yr.	1377		1184		1469		4030	
Total Staff Hours Spent		379		447		281	1108	1090
Total Number of In-House Programs	24		31		15		70	
Total Attendance	801		388		94		1283	
Total Number of Outreach Programs	6		3		8		17	
Total Attendance	260		822		1270		2352	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4323	57.9%	6043	68.6%	3840	68.2%	14206	64.8%
Corporate	1	0.0%	24	0.3%	0	0.0%	25	0.1%
Juvenile 0-11	64	0.9%	124	1.4%	57	1.0%	245	1.1%
Juvenile-AV	674	9.0%	1059	12.0%	669	11.9%	2402	11.0%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	156	2.1%	321	3.6%	123	2.2%	600	2.7%
Reciprocal Juvenile	10	0.1%	0	0.0%	0	0.0%	10	0.0%
Reciprocal Juvenile AV	50	0.7%	128	1.5%	0	0.0%	178	0.8%
Reciprocal YA	1	0.0%	8	0.1%	0	0.0%	9	0.0%
Reciprocal YA AV	5	0.1%	2	0.0%	0	0.0%	7	0.0%
School	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School AV	0	0.0%	7	0.1%	0	0.0%	7	0.0%
St. Joseph College	0	0.0%	15	0.2%	0	0.0%	15	0.1%
SRCS	0	0.0%	75	0.9%	0	0.0%	75	0.3%
Staff	1840	24.6%	679	7.7%	688	12.2%	3207	14.6%
Walking books	175	2.3%	123	1.4%	21	0.4%	319	1.5%
YA 12-17	37	0.5%	26	0.3%	6	0.1%	69	2.5%
YA-AV	135	1.8%	173	2.0%	230	4.1%	538	2.5%
Total	7471		8812		5634		21917	
All items borrowed by nonresidents	222	3.0%	486	5.5%	123	2.2%	831	3.8%

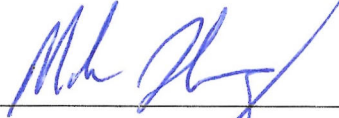
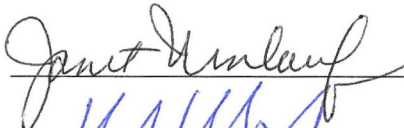
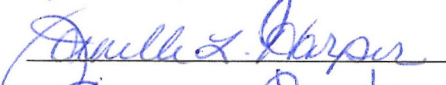
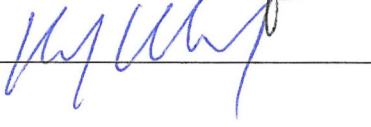
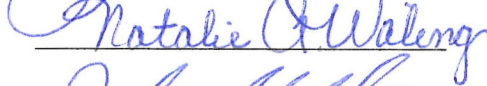
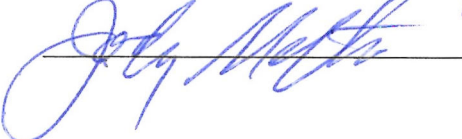
**Salary Ordinance 2017
Updated 6/12/17**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Ashlea Mickle	Page	\$7.25	5/24/17	10	R
Rayann Gilmore	Business Manager	\$19.58	1/1/17	40	R

We have hired Ashlea Mickle as Rensselaer Page, replacing Jessica Nagel who no longer works for the library.

I recommend that Rayann Gilmore's salary be \$19.58 per hour retroactive to January 1, 2017.

We have examined and approved the changes to the 2017 Jasper County Public Library Salary Ordinance. Dated 6/12/17.

Memo
Business Manager Compensation

On the Salary Ordinance Update in your packet, page R7, you will find an update on the Business Manager Compensation.

On the 2017 Salary Ordinance the hourly rate for Rayann Gilmore, Business Manager, is \$18.83.

On the Salary Ordinance Update for our June 12, 2017 meeting you will see that I am recommending that we increase Rayann's hourly rate to \$19.58 retroactive to January 1, 2017.

Rayann has been on staff for 13 years and has been our Business Manager for 5 years. Her performance as Business Manager has been exemplary. She is steady, professional, detail-oriented and has extensive job knowledge. She did not falter during the flood of 2014 when the Business Office was awash with flood-related paperwork and accounting. In 2016 we received an excellent audit for the years she has been our Business Manager.

I have never regretted promoting Rayann to Business Manager. She is a truly great employee, carries value that cannot be replaced, has established camaraderie with her co-workers, and works with joy.

Having an exemplary Business Manager is critical for the library. The operating budget can support this recommended increase.

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, digital information, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on library-owned Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet Use and Safety Policy, the Library highly recommends that parents read Keeping Kids Safer on the Internet, a publication available on the Internet. The library strongly recommends that parents use the Internet access services provided by the library with their children and that the parents provide appropriate supervision.

Online catalog computers give access through the Internet to INSPIRE and other online databases and should only be used for those purposes. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 9th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring wireless devices into each of our branches, however, technical support is not available for personal devices. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their computers.

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The Library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include, but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet to send unsolicited commercial material or spam
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the Internet should be assumed to be private property.
3. ~~The Library uses Internet filtering software on library owned workstations. Federal law requires that everyone age 16 and under use the filtering software.~~ Because the library receives Federal funding for our Internet Access, Federal law requires that we filter our library computers to protect against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. "Minor" is defined as any individual who is under the age of 17. Parents may not authorize filter disabling for their children. Those individuals 17 and over may request that the filter be disabled for their own personal use. The library will not override websites identified as having ~~malicious content and/or~~ ~~adware~~ Malicious Downloads, Malicious Sites, Spyware/Adware/Keyloggers.
4. Because the library is a public place, staff members have the authority to end an Internet session when the Internet Use and Safety Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for

violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use and Safety Policy.

5. Use of the Internet by both patrons and staff may be monitored.
6. The Library reserves the right to limit the amount of time users may spend online. In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.
7. Jasper County Public Library wireless Internet is intended for use on library property. Piggybacking on library wi-fi is prohibited.

Internet Use Policy (for employees)

The Internet Use and Safety Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

2/96; revised 6/17

Jasper County Public Library

Interlibrary Loan Policy

If patrons wish to borrow materials that are not owned by Jasper County Public Library, materials may be requested through Indiana Statewide Remote Circulation System (SRCS).

If items are not available through SRCS, then the library will order the item in consideration of the library's Selection Policy.

Because the library is limited in regard to how many free annual requests may be made through INShare and because the fees to borrow through INShare may not be charged to patrons, only highly specialized, obscure, foreign language, out of print materials, and book discussion materials will be requested through INShare. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

The lending library determines the fees that patrons will pay for lost ILL items or ILL items returned damaged. Overdue fees will be charged as required by the Circulation Policy.

Adopted June 2017

Director's Report May 2017

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

2017 Salary Ordinance Update: There are updates to the salary ordinance this month. Please see R 7 and R 7a. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Three policies are up for review in June – Audiovisual Equipment Loan Policy, Internet Use and Safety Policy, and Social Media Policy. No revisions are recommended to the Audiovisual Equipment Loan Policy or the Social Media Policy. Revisions are recommended to the Internet Use and Safety Policy. Please see R 10. We have added some language required by the Children's Internet Protect Act and some language to better help staff remember specific websites that we cannot override when blocked by our library filter. You will find the proposed revisions in item #3 under Rules for Usage. **If you approve the Consent Agenda Items you will approve revisions to the Internet Use and Safety Policy as presented.**

General Business:

Interlibrary Loan Policy: In December 2015 the library board approved the library participating in Indiana Statewide Remote Circulation System (SRCS). SRCS is a virtual Indiana union catalog for participating libraries through which materials can be requested for patrons. Participating in SRCS allows us to borrow materials that we do not own and also allows us to loan materials to patrons of other Indiana libraries. We have reported to you that there have been a few bugs to work out, but for the most part SRCS is working. We will now have two methods for borrowing materials that we do not have in our collection for patrons, SRCS (launched in August 2016) and InShare which has been around for many, many years. The InShare component is expensive for the State Library to operate so they are limiting how many free requests we can make in one year through INShare. If we exceed our limit we will be charged \$5 per request. To manage all of this and not break the bank, we recommend that the library adopt an Interlibrary Loan Policy that outlines how requests will be handled, using SRCS first and then InShare if it is not available via SRCS. Please see R 15 for a new policy, Interlibrary Loan Policy. A board vote is required to adopt the Interlibrary Loan Policy as presented.

Director Compensation: President Melton asked that I place this item on the June agenda.

DeMotte Touch of Dutch Festival: The festival will be held on Saturday, August 12, 2017 in DeMotte at Spencer Park. A 5K Run begins at 8am near the library and follows the same route as usual that ends behind the library. A parade is scheduled in the morning. Managing Librarian, Debbie, recommends being closed on festival day due to congestion around the library and struggles of getting to the library. The Friends of the Library will hold a book sale in the library meeting room, and one staff member will remain at the library all day, even if the library is closed to the public. Board approval is needed to close the DeMotte Library or modify hours on August 12, 2017.

2018 Budget Committee: We will meet with our DLGF Field Rep on July 31 to review budget paperwork. This means that we will need to meet with the Budget Committee July 28 or thereabouts to review budget recommendations. Committee members include: Mark Heinig, chair; Jody Melton, and Kevin Kaluf. We will establish a more specific date and time for this meeting as we get closer to the date.

Director's Report:

The City of Rensselaer is doing repairs to the sewer line that runs under our lawn on the north side of the Rensselaer Library. They have an easement, and this work is necessary for their infrastructure. This work will take approximately two to four weeks to complete. Our yard will be torn up, tree branches will be trimmed, and one tree had to be removed. When repairs are complete they will reassemble our yard and I have requested a new tree be planted to replace the lost one. Planting a new tree, however, is contingent upon space, so we will see what might be possible.

We received our spring tax draw as expected.

Our Charlie Halleck Program was a wonderful success. Melissa Smith coordinated a very lovely informational/thank you reception that over 70 people attended. County Councilman Paul Norwine, a presenter for this program, and the individual most responsible for this collection finding a home with JCPL sent the following email to me after the program:

Patty,

I thought that you would enjoy Dr. Scheele's response to my email below.

Congratulations on a job well done! I am not an expert on these type of things, but I think it is a great honor for Jasper County Libraries to have both the Milroy Collection and now the research on Halleck. Not many small county libraries can boast to be more than an agency that provides programs to its users and a book depository for their citizens--which is important as well.

To inform, enrich, and empower our diverse community.

Plus, two older people get the enjoyment of knowing that the fruits of their labor will be saved for future generations use.

All the best,
Paul Norwine

From: Scheele, Henry Z <scheele@purdue.edu>
Sent: Thursday, May 18, 2017 1:37 AM
To: Paul C. Norwine
Subject: Re: Thank You

I enjoyed every minute of it. I was so impressed with the kind reception of the audience, including the young people. The program was so well planned with the written highlights of Halleck's life and Melissa's presentation them Your remarks were excellent. Judy Kaane was a fine resource with the Halleck artifacts. We were so impressed with Patty Stringfellow and her generosity in having this program in the splendid Jasper County Library. And then there was that incredible cake with the 1959 Time magazine cover. What a magnificent evening for Jess and me.
Hank

Long Range Plan/Technology Plan Update: Since our last update we have completed the following: Digitization Committee met; offered Genealogy Help Classes at Rensselaer Library, partnered with the Historical Society on our Charlie Halleck program; attended the Family Resource Day at the fairgrounds; attended Earth Day celebrations in Rensselaer; offered numerous story times offsite (outreach); offered Old Technology Petting Zoo for teens; Director completed maintenance walk-through at DeMotte & Wheatfield libraries; cleaned all carpets at Wheatfield Library thanks to the Friends of the Library; added charging stations for in-house use; began circulation of Wifi Hotspots; held various committee meetings; attended or hosted counterparts meetings; attended the Jasper Foundation Celebration dinner; created a database reference quiz for staff; visited the schools to promote Summer Reading; offered a variety of programs; researched Quantum Leap program/grant idea for 2018 (we plan to implement!); sought and won a grant for eclipse glasses; launched a new book discussion at a local coffee shop in DeMotte; attended ILF District I meeting; attended and presented at ILF District II meeting; replaced old pcs with new; replaced microfilm scanner at Rensselaer Library and staff were trained; began boosting Facebook posts; sent multiple computer tip emails to staff; set up iPads/staff laptops to allow for using LS2Staff off-site; researched TLC online

To inform, enrich, and empower our diverse community.

registration; worked with TLC to set up our TLC websites to secure HTTPS access; increased DeMotte Library bandwidth; filed for e-rate funds; purchased portable and barcode scanners; purchased our first app for use during DeMotte Summer Reading; participated in various webinars; added all of 2017 through mid-April, parts of 2016, 2008 to Rensselaer Republican obituary index; archived e-editions of the Rensselaer Republican and using them to augment our vertical files; digitized the list of recommended headlines volunteers have been compiling over the years as they browse our local newspapers looking for obituaries; perfected watermarking process for historic photos, adding it to new items we place on the archives page; added digitized audio oral histories to Internet Archive; improved in-house access to vertical files ; evaluated existing databases and made recommendations for new resources; met with maker space counterparts in Wheatfield in May; added monthly computer and tablet q and a class to fill patron need; created new vertical file and began cataloguing Saint Joe closing stories; held Call Number Coordination/Hanging Bag Meeting

Rayann and I attended the Spring Budget Workshop at the State Library and viewed an On Local Government Finance Webinar presented by Larry DeBoer on Indiana General Assembly 2017: Budget and Roads.

System Administrator News

Sheila reports, "Our mail server was low on drive space. This has become a regular occurrence. We found that the backup software was taking up space with transaction logs. We set it to clean up transaction logs automatically so we, hopefully, won't continue to have this issue. Our server that distributes Windows Updates was low on drive space. We cleaned up old Windows Updates files and added 10G drive space to help alleviate the low space issue each month. I continued troubleshooting VNC/SofTrack issues. SofTrack last responded that the issue was VNC's, which isn't the case. As we are frustrated from working on this issue almost a year without resolution, we are researching SofTrack replacement software. Early in the month, DeMotte's bandwidth was updated from 10M to 20M."

Technical Services News

The 10-Day Challenge Workgroup met and determined new actions which have been reported out to staff. Mary and Becky worked with Sheila on Wifi hotspot packaging, and Becky co-presented with Patty at the ILF District II Conference on Digital Access Cards. Many people attended this informational session and asked a wide array of questions as they wish to offer a similar service at their library.

DeMotte Library News

To inform, enrich, and empower our diverse community.

Debbie reports, "the weather has begun to warm up, so our nature nook is being used more. The local birds are often seen in the nature nook enjoying the bird seed and bushes. It is exciting to "Build a Better World" on our property for our patrons and bird friends to enjoy. May 15th – 20th, the DeMotte Elementary School library aide brought each of her classes for a visit during their regular library time. We showed the children all of the grand prizes and explained how our summer reading program is run. Sheree and Karla alternated days of leading these visits. Karla also created a flyer about our summer reading program for kindergarten through fifth grade. Copies were counted out and given to the library aide or teacher for each class from DeMotte Elementary School to pass out at the end of the school day. Karla also devised a flyer to incorporate all of the summer reading program activities in one: Toddler Time, K-5, Teens, Adults, Volunteers and our hours. This flyer was delivered to DeMotte Christian Elementary/ Middle School/ Jr. High School to be passed out to all of their classes as they include preschool through eighth grade. This flyer is also placed at our circulation desk and children's area for anyone to take."

Rensselaer Library News

Linda reports, "Dan treated the Ash Trees, and also continues to transplant hostas around the facility. He is beautifying our staff workroom walls by painting them a lovely spring green color. May was busy with programs and preparation for summer reading. We had a great turn out for our stuffed animal sleepover and Hot Dog Picnic. YU-GI-OH has been very well attended. We enjoyed making pizzas with the teens and the younger children. Our school visits went well and Lego night was well attended. We are looking forward to all the fun summer reading activities we have planned."

Wheatfield Library News

Evie reports, "May brought a lot of visits to the library, as well as to other locations. Wheatfield hosted a Makerspace Counterparts meeting and this month's management meeting. Rachael visited all of the classes at Wheatfield Elementary to promote the Summer Reading Program, and Nikki did the same at the KV Middle School. Rachael also visited the Scholastic Warehouse Sale to purchase books for Summer Reading participants, and she and Carolyn both attended ILF District meetings. The library system received a small grant for 1,000 special sunglasses to be used to view the eclipse in August. Staff will be coming up with program ideas to promote the occasion."

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT
May 31, 2017

	<u>Beginning 2017 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$690,256.72	\$178,947.58	\$892,661.81	\$533,686.09	\$827,000.35	\$624,595.26
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$1,657.30	\$6,290.29	\$2,755.38	\$9,713.90	\$17,724.96
DeMotte	\$3,743.26	\$720.92	\$1,666.65	\$136.98	\$2,926.98	\$5,003.59
Rensselaer	\$8,743.11	\$465.15	\$3,909.99	\$850.00	\$3,939.95	\$8,773.07
Wheatfield	\$1,814.98	\$471.23	\$713.65	\$1,768.40	\$2,846.97	\$3,948.30
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$16.40	\$75.54	\$181,429.89
Bond & Interest Redemption Fund	\$148,083.44	\$0.00	\$165,066.25	\$78,627.12	\$78,627.12	\$61,644.31
 Rainy Day Fund	 \$2,622,356.36	 \$9,450.00	 \$11,782.50	 \$877.35	 \$1,732.21	 \$2,612,306.07
Includes Investments of: \$2,000,740.93						
State Technology Fund Grant Fund	\$0.00	\$1,621.50	\$6,486.00	\$0.00	\$16,333.34	\$9,847.34
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$0.00	\$26,792.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$216.62	\$0.00	\$198.72	\$24.68	\$111.61	\$129.51
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,748.62	\$38,658.02	\$7,748.62	\$38,658.02	\$0.00
FICA Tax Collected	\$0.00	\$7,437.85	\$36,853.57	\$7,437.85	\$36,853.57	\$0.00
State Tax Collected	\$3,329.68	\$3,442.47	\$16,756.90	\$3,380.83	\$16,808.00	\$3,380.78
County Tax Collected	\$2,486.68	\$2,637.46	\$12,733.54	\$2,584.83	\$12,831.74	\$2,584.88
Deferred Comp.	\$0.00	\$2,030.00	\$9,990.00	\$2,030.00	\$9,990.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,568.48	\$17,706.55	\$3,568.64	\$17,705.19	\$63.03
Employee Life Insur.	\$0.36	\$181.35	\$907.75	\$181.34	\$907.70	\$0.31
Employee INPRS	\$0.00	\$3,072.03	\$15,219.84	\$3,072.03	\$15,219.84	\$0.00
Garnishments	\$0.00	\$80.17	\$641.36	\$160.34	\$721.53	\$80.17
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$221,874.81	\$1,258,745.10	\$646,151.50	\$1,083,289.66	\$3,526,965.43

Bank Balances
Jasper County Public Library
Report as of: 5/31/17

<i>Bank</i>		
1	Alliance Bank	\$1,525,954.50
2	Cash On Hand	\$270.00
3	IN-02-0225-0001 TrustIndiana	\$2,000,740.93
<i>Total all banks =</i>		<i>\$3,526,965.43</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD/ACCT #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Fund</u>	<u>Date Invested</u>	<u>Interest Earned</u>	<u>Comments</u>
	IN-02-0225-0001	TrustIndiana	N/A	\$2,000,000.00		Rainy Day	5/15/17	\$740.93	May-17

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:

\$740.93

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 5/1/17 To 5/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>1. Personal Services</i>								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$5,798.00	\$28,905.93	\$27,911.00	\$40,670.07	41.5
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$88,038.28	\$435,458.78	\$456,970.27	\$645,688.22	40.3
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$6,525.31	\$32,942.58	\$34,628.11	\$57,800.42	36.3
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,437.85	\$36,853.57	\$38,560.64	\$58,118.43	38.8
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$0.00	\$3,149.10	\$4,205.05	\$3,863.90	44.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$8,973.54	\$44,289.71	\$46,457.44	\$64,782.29	40.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$10,051.01	\$50,448.55	\$53,983.08	\$100,387.45	33.4
Subtotal	\$1,603,359.00		\$1,603,359.00	\$126,823.99	\$632,048.22	\$662,715.59	\$971,310.78	39.4
<i>2. Supplies</i>								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$227.53	\$0.00	\$372.47	37.9
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$874.17	\$2,527.33	\$3,150.97	\$5,972.67	29.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$1,122.36	\$2,633.89	\$1,845.29	\$3,866.11	40.5
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$111.38	\$1,876.17	\$1,407.85	\$6,123.83	23.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$234.31	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$32.43	\$180.64	\$367.57	8.1
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$56.94	\$333.35	\$100.89	\$666.65	33.3
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$2,317.04	\$7,490.88	\$3,975.39	\$8,009.12	48.3

F34

F3D

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$32.88	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$4,481.89	\$15,121.58	\$10,928.22	\$26,928.42	36.0
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$3,947.20	\$3,947.20	\$641.25	\$3,552.80	52.6
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$566.32	\$1,543.60	\$1,169.25	\$25,020.40	5.8
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$0.00	\$0.00	\$11,731.60	\$25,427.00	0.0
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$0.00	\$16,500.00	\$13,000.00	\$100.00	99.4
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$584.95	\$2,686.14	\$1,705.50	\$1,113.86	70.7
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$980.00	\$1,292.00	\$1,241.16	\$1,708.00	43.1
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,204.35	\$5,296.62	\$5,965.96	\$14,703.38	26.5
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$391.27	\$2,904.71	\$3,570.43	\$5,595.29	34.2
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$106.03	\$473.36	\$459.80	\$1,526.64	23.7
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$0.00	\$1,621.50	\$0.00	\$74,998.50	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$10.00	\$377.89	\$173.90	\$222.11	63.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,599.16	\$1,760.00	\$200.84	88.8
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$262.00	\$300.00	0.0
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$18,407.00	\$16,333.00	\$8,593.00	68.2
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,000.16	\$10,124.85	\$7,094.07	\$34,875.15	22.5
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$7,830.46	\$35,345.60	\$32,040.23	\$64,654.40	35.3
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$232.25	\$1,207.28	\$1,554.60	\$2,792.72	30.2
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$606.83	\$2,955.44	\$2,981.20	\$4,544.56	39.4
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$10,120.39	\$17,577.05	\$14,783.65	\$99,592.95	15.0
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$206.75	\$198.75	\$93.25	68.9
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$28.00	\$285.00	\$414.00	\$1,915.00	13.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$264.00	\$264.00	\$904.08	(\$14.00)	105.6
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$3.30	\$3.30	\$95.20	\$196.70	1.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$3,902.97	\$35,853.97	\$33,275.42	\$78,379.03	31.4
Subtotal	\$689,506.00		\$689,506.00	\$31,790.43	\$160,472.42	\$151,355.05	\$529,033.58	23.3
<i>4. Capital Outlays</i>								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$893.26	\$5,846.47	\$2,352.21	\$76,777.53	7.1
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	(\$107.50)	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$9,626.68	\$50,756.38	\$53,611.00	\$109,243.62	31.7
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$1,356.76	\$7,845.03	\$7,598.58	\$17,154.97	31.4
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$3,974.57	\$20,464.21	\$16,423.86	\$39,535.79	34.1
Subtotal	\$327,624.00		\$327,624.00	\$15,851.27	\$85,019.59	\$80,093.15	\$242,604.41	26.0
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$178,947.58	\$892,661.81	\$905,092.01	\$1,769,877.19	33.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

f3c

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 5/1/17 To 5/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$850.00	\$3,182.50	\$0.00	(\$3,182.50)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$1,600.00	\$1,600.00	\$0.00	\$3,400.00	32.0
Subtotal	\$5,000.00		\$5,000.00	\$2,450.00	\$4,782.50	\$0.00	\$217.50	95.7
<i>4. Capital Outlays</i>								
4.1 LAND	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	(\$7,000.00)	0.0
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$51,195.00	\$0.00	\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
Subtotal	\$51,195.00		\$51,195.00	\$7,000.00	\$7,000.00	\$0.00	\$44,195.00	13.7
Grand Total	\$56,195.00	\$0.00	\$56,195.00	\$9,450.00	\$11,782.50	\$0.00	\$44,412.50	21.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155 STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 5/1/17 To 5/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
3. Other Services and Charges								
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,621.50	\$6,486.00	\$5,405.00	(\$6,486.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,621.50	\$6,486.00	\$5,405.00	(\$6,486.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,621.50	\$6,486.00	\$5,405.00	(\$6,486.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From 5/1/17 To 5/31/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35386	316	AARON'S LAWN CARE	5/8/17	Mowing	\$515.00
35387	317	ANTHEM BLUE CROSS BLUE	5/8/17	Health Insurance premiums- May 2017	\$12,251.16
35388	318	ANTHEM LIFE	5/8/17	Life Insurance premiums- May 2017	\$98.28
35389	319	BAKER & TAYLOR	5/8/17	Books, Continuations, AV, Auto. Yours	\$10,306.85
35390	320	BAKER & TAYLOR ENTERTAIN	5/8/17	DVDs	\$3,160.78
35391	321	BLUETARP FINANCIAL, INC	5/8/17	Window siding, gutter sealant	\$29.76
35392	322	BROWN'S GARDEN & FLORAL	5/8/17	Rens: Ash Tree Treatment	\$175.80
35393	323	COVENTRY HOUSE PUBLISHI	5/8/17	Books	\$26.97
35394	324	D & S COMPUTER SERVICES	5/8/17	Hosting 2nd quarter 2017	\$120.00
35395	325	DELTA DENTAL	5/8/17	Dental Insurance premiums- May 2017	\$534.78
35396	326	EDWARD P. DUMAS	5/8/17	Legal Assistance: Real Estate Purchase, Personnel Matter	\$1,221.20
35397	327	ENA SERVICES LLC	5/8/17	Internet service for April 2017	\$1,621.50
35398	328	FAEGRE BAKER DANIELS LLP	5/8/17	Legal Assistance: Policy Matters, Section 125 Plan	\$3,576.00
35399	329	GRAINGER	5/8/17	Plumbing repair parts	\$56.94
35400	330	HP Products	5/8/17	Mop handle, neutral cleaner, enmotion paper towels, trash bags, paper towel rolls, glass cleaner, neutral disinfectant, toilet paper, m-folds	\$868.26
35401	331	JASPER COUNTY TREASURE	5/8/17	DeM: Tax bill for ditch	\$264.00
35402	332	JASPER CO. VETERANS COU	5/8/17	2- 4x6' US Flag, 2- 3x5' Indiana Flags	\$152.00
35403	333	KIRK KOZAK	5/8/17	Reimbursement to patron for overpayment.	\$3.30
35404	334	Krooswyk Plumbing, Heating &	5/8/17	DeM: urinal repair	\$341.13
35405	335	LINDA POORTENGA	5/8/17	Mileage 4/4-4/27/17: Reference Counterparts meeting, Management meeting, Standards meeting, B2B, Librarian's Council meeting; B2B expenses	\$140.24
35406	336	NETWISE RESOURCES INC	5/8/17	Rens: staff copier quarterly service agreement	\$841.05
35407	337	NEWTON & ASSOCIATES, INC	5/8/17	Real estate appraisal on 200 10th St SW, DeMotte, IN 46310; Real estate appraisal on 220 10th St SW, DeMotte, IN 46310	\$800.00
35408	338	NITCO	5/8/17	DeM: Local Phone & Fax Service May 2017	\$159.80
35409	339	OFFICE DEPOT	5/8/17	Kleenex, hand soap, laminator pouches, toner, copy paper, multi-surface cleaner, spiral notebooks, double-sided tape, scotch tape, contact paper, sponges, antistatic screen spray, glue sticks, audio adapters, flash drives, envelopes, label tape, color copy paper, paper clips	\$878.72
35410	340	PAUL O. KELLY	5/8/17	Summer Reading Program Presenter	\$825.00
35411	341	POSTMASTER	5/8/17	Stamps	\$980.00
35412	342	POST TRIBUNE	5/8/17	Wh: Newspaper subscription Acct# 34235730	\$260.00
35413	343	PRECISION CONTROL SYSTE	5/8/17	DeM: Replaced 2 very hard to access control valves, linkage, & linkage extensions, replaced hydraulic actuator, 2 autovents, PRV, valve, & actuator; AH-1 not running in auto, found DMS panel lost database due to power loss onsite, loaded DMS panel database & checked operation of AH-1; Rens: replaced valve, linkage & extension kit; 1st Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2017)	\$9,589.68
35414	344	QUILL CORPORATION	5/8/17	Gloves, labels, velcro coins, CD/DVD file folders, correction tape, sticky notes, file folder labels, clothespins, toner, name tags, binders, ink cartridges, ruled notepads, construction paper, calendar, craft sticks, sandwich bags	\$523.12

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35415	345	RACHAEL CAVINDER	5/8/17	Mileage 12/8/16-4/18/17: Preschool Visits, 10 Day Challenge meetings, book vendor meeting, Management meeting	\$56.77
35416	346	RACHEL KUHN	5/8/17	Mileage 4/7/17: ILL Conference; Book Discussion expenses	\$133.32
35417	347	RENSSELAER ROTARY CLUB	5/8/17	March & April 2017 dues & meals	\$101.50
35418	348	REPUBLIC SERVICES #715	5/8/17	Wh: Trash Service- May 2017	\$100.69
35419	349	S & S WORLDWIDE, INC	5/8/17	Lego brick set	\$89.99
35420	350	SUNRISE PACKAGING INC.	5/8/17	Cases for TV series	\$1,375.26
35421	351	TRUGREEN PROCESSING CE	5/8/17	Wh: Ornamental Bed Weed Control	\$311.00
35422	352	VALUATION SERVICES, LLC	5/8/17	Real estate appraisal on 200 10th St SW, DeMotte, IN 46310; Real estate appraisal on 220 10th St SW, DeMotte, IN 46310	\$800.00
35423	353	VISION SERVICE PLAN	5/8/17	Vision Insurance Premiums- May 2017	\$214.74
35424	354	WALL STREET JOURNAL	5/8/17	Newspaper subscriptions Acct# 051496878420 & Acct# 010560502255	\$957.76
35425	355	WAL-MART COMMUNITY/RFC	5/8/17	Children's supplies, program supplies, poster, bandages, DVDs, wipes	\$237.33
0	356	PAYROLL	5/10/17	PAYROLL	\$48,420.78
0	357	BILL HROMADA	5/10/17	Courier Mileage, 4/16/17-4/30/17 (Conf #521)	\$331.70
0	358	GREAT-WEST RETIREMENT S	5/10/17	Annuity Withheld 5/10/17payroll (Conf. #523)	\$995.00
0	359	INDIANA CHILD SUPPORT BU	5/10/17	Child Support Garnishment: Andrea Prescaro 5/10/2017 Payroll (Payment #1890320170508111639)	\$80.17
0	360	INDIANA DEPARTMENT OF RE	5/10/17	EFT-State & County Taxes w/held April 2017 Payrolls (Ref #81773)	\$6,079.93
0	361	INPRS fbo PERF	5/10/17	5/10/17 Payroll Contributions	\$5,870.17
0	362	IRS USA TAXPAYMENT	5/10/17	EFT-FICA & Federal Taxes w/held 5/10/17 (Ref #05762443)	\$10,888.21
0	363	TOWN OF DEMOTTE	5/10/17	DeM: Sewer & Water- April 2017 (conf# 520)	\$167.64
0	364	TOWN OF WHEATFIELD	5/10/17	Wh: Sewer- May 2017 (conf# 522)	\$56.65
35426	365	ACE HARDWARE	5/8/17	Shelving supplies	\$51.67
0	366	ALLIANCE BANK	5/8/17	Direct Deposit Fees April 2017	\$37.00
35427	367	AFFORDABLE ALTERNATIVES	5/8/17	Intentionally Empty labels	\$53.27
35428	368	BUSINESS CARD	5/8/17	ILF District Conference registrations- P. Stringfellow, B. Amalong, R. Cavinder, C. DeVries, background check, velcro coins, children's supplies, tape dispensers, Construction Junction app, scanners, chairs, Summer Reading prizes, cupcake decorating program supplies, Counterparts meeting expenses, concrete dye, Branch Counterparts meeting expenses	\$1,116.26
35429	369	CAROLYNN DeVRIES	5/8/17	Mileage 3/27-4/25/17: Books & Coffee Discussions	\$17.12
35430	370	CULLIGAN WATER CONDITIO	5/8/17	Wh: Water Cooler Rental-May 2017	\$11.95
35431	371	DEMCO	5/8/17	Summer Reading supplies & prizes, book pockets, Dewey poster set, book supports	\$1,173.69
35432	372	EBS IRRIGATION, INC	5/8/17	Irrigation system repairs	\$729.88
35433	373	EBS IRRIGATION, INC	5/8/17	Wh: Start up of irrigation system	\$75.00
35434	374	FINDAWAY WORLD, LLC	5/8/17	Playaway battery covers	\$7.08
35435	375	GAYLORD BROS., INC.	5/8/17	Microfilm cases, labels	\$95.44
35436	376	INDIANA WASTE SERVICE	5/8/17	DeM: Trash Pick-up, May 2017	\$89.70
35437	377	MIDWEST TAPE	5/8/17	DVDs	\$83.96
35438	378	NIPSCO	5/8/17	DeM & Wh: Gas & electric service 3/31-4/28/17	\$5,442.03
35439	379	OFFICE DEPOT	5/8/17	Sponges, canned air	\$74.46
35440	380	PATTY STRINGFELLOW	5/8/17	Mileage 4/10-5/5/17: Board meeting, Branch Visits, ILF District 2 meeting	\$135.89
35441	381	RACO INDUSTRIES	5/8/17	Scanners	\$399.65
35442	382	REBECCA AMALONG	5/8/17	Mileage 2/15-5/5/17: AY & Continuations meeting, Call Number meeting, ILF Conference	\$59.92
35443	383	RELIABLE EXTERMINATORS, I	5/8/17	DeM & Rens: Interior & exterior treatments	\$432.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35444	384	RENSELAER REPUBLICAN	5/8/17	DeM: Newspaper subscription Acct# 0038530	\$139.00
35445	385	SMITH FARM STORE	5/8/17	Mulch	\$49.90
35446	386	UNIQUE MANAGEMENT SERVI	5/8/17	Collections: Initial/Secondary Placements- April 2017	\$125.30
0	387	JASPER COUNTY PUBLIC LIB	5/15/17	Initial contribution to TrustIndiana Acct# IN-02-0225-0001	\$2,000,000.00
0	388	PAYROLL	5/25/17	PAYROLL	\$51,940.81
0	389	AFLAC	5/25/17	Supplemental Insurance May 2017 (Conf. #525)	\$701.88
0	390	BILL HROMADA	5/25/17	Courier Mileage, 5/1/17-5/15/17 (Conf #529)	\$364.87
0	391	CENTURYLINK	5/25/17	Rens: Local Phone & Fax Service- May 2017 (Conf #524)	\$296.08
0	392	CENTURYLINK	5/25/17	WH: Local Phone Service May 2017 (Conf. # 527)	\$92.96
0	393	CENTURYLINK	5/25/17	WH: Fax Service May 2017 (Conf. # 526)	\$36.11
0	394	CITY OF RENSELAER	5/25/17	RENS: Utilities 4/10/2017 - 5/9/17 (Conf. #533)	\$3,812.99
0	395	GREAT-WEST RETIREMENT S	5/25/17	Annuity Withheld 5/25/17payroll (Conf. #532)	\$1,035.00
0	396	INPRS fbo PERF	5/25/17	5/25/17 Payroll Contributions	\$6,175.40
0	397	IRS USA TAXPAYMENT	5/25/17	EFT-FICA & Federal Taxes w/held 5/25/17 (Ref #92167591)	\$11,736.11
0	398	SPRINT	5/25/17	12 Hotspots, Hotspot Data Service March 24 - May 11, 2017 (Conf #528)	\$683.64
0	399	THE DAVID HUBERS REVOCA	5/18/17	Purchase of option agreement on property located at 200 10th Street SW, DeMotte, Indiana 46310 (conf# 531)	\$1,000.00
0	400	JEFFERY DEVRIES & KATHRY	5/18/17	Purchase of option agreement on property located at 220 10th Street SW, DeMotte, Indiana 46310 (conf# 530)	\$1,000.00
35447	401	JEFFERY DEVRIES & KATHRY	5/25/17	Earnest money for property located at 220 10th Street SW, DeMotte, Indiana 46310	\$5,000.00
0	402	SPARKPAY	5/31/17	Merchant Processing Fees- May 2017	\$8.86
Total Amount of Claims					\$2,221,874.81

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, June 06, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$2,221,874.81

Date this 12th day of June, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

May 31, 2017

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$1,432.18	\$11,254.24
DeMotte	\$605.84	\$3,935.24		
Rensselaer	\$488.75	\$4,416.24		
Wheatfield	\$337.59	\$2,902.76		
PHOTOCOPIES:			\$707.51	\$4,230.96
DeMotte	\$226.50	\$1,512.94		
Rensselaer	\$357.11	\$1,889.42		
Wheatfield	\$123.90	\$828.60		
INTEREST (Checking, Repurchase, CDs):			\$62.77	\$240.74
TAXES:			\$531,253.60	\$782,837.60
Property Tax	\$378,839.70	\$378,839.70		
LOIT	\$89,517.90	\$89,517.90		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$314,480.00		
TAXABLE SALES:			\$5.03	\$25.86
REFUNDS:			\$225.00	\$28,410.95
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$150.00	\$1,250.00		
Reimbursement	\$0.00	\$388.35		
Fixed Asset Sales	\$75.00	\$75.00		
Miscellaneous Receipts	\$0.00	(\$94.40)		
Interfund Transfer	\$0.00	\$26,792.00		
TOTAL OPERATING FUND RECEIPTS:			\$533,686.09	\$827,000.35
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$2,755.38	\$9,713.90
DeMotte	\$136.98	\$2,926.98		
Rensselaer	\$850.00	\$3,939.95		
Wheatfield	\$1,768.40	\$2,846.97		
LIB. IMPROV. RESERVE FUND:			\$16.40	\$75.54
Interest Earned	\$16.40	\$75.54		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$78,627.12	\$78,627.12
Property Tax	\$78,627.12	\$78,627.12		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$877.35	\$1,732.21
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$877.35	\$1,732.21		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:			\$0.00	\$16,333.34
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SALES TAX:			\$24.68	\$111.61
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$615,987.02	\$933,594.07

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WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,748.62	\$38,658.02
FICA Collected	\$7,437.85	\$36,853.57
State Tax Collected	\$3,380.83	\$16,808.00
County Tax Collected	\$2,584.83	\$12,831.74
Deferred Comp Plan	\$2,030.00	\$9,990.00
Pre-tax Insurance Plans	\$3,568.64	\$17,705.19
Life Insurance	\$181.34	\$907.70
INPRS	\$3,072.03	\$15,219.84
Garnishments	\$160.34	\$721.53
Credit Union	\$0.00	\$0.00

\$30,164.48

\$149,695.59

TOTAL RECEIPTS - ALL FUNDS.....

\$646,151.50

\$1,083,289.66

Voucher List
Jasper County Public Library

Report Date: From 6/1/17 To 6/12/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	403	INDIANA CHILD SUPPORT BU	6/6/17	Child Support Garnishment: Andrea Prescaro 5/25/2017 Payroll (Payment #1890320170606170028)	\$80.17
0	404	PAYROLL	6/9/17	PAYROLL	\$53,648.04
35448	405	4IMPRINT, INC.	6/12/17	Promotional pencils	\$179.32
35449	406	AARON'S LAWN CARE	6/12/17	Mowing & edging, DeM: spring cleanup	\$1,050.00
35450	407	ACE HARDWARE	6/12/17	Hardware, insecticide, hooks	\$21.97
0	408	ALLIANCE BANK	6/12/17	Direct Deposit Fees May 2017	\$36.80
35451	409	ANTHEM BLUE CROSS BLUE	6/12/17	Health Insurance premiums- June 2017	\$12,931.78
35452	410	ANTHEM LIFE	6/12/17	Life Insurance premiums- June 2017	\$98.28
35453	411	BAKER & TAYLOR	6/12/17	Books, Continuations, AV, Auto. Yours	\$10,976.76
35454	412	BAKER & TAYLOR ENTERTAIN	6/12/17	DVDs	\$3,486.80
35455	413	BANK OF NEW YORK MELLON	6/12/17	2004 Bond Payment IMMS# 3108888400, Loan Account# JASLIBGOB04	\$161,772.50
35456	414	BLUETARP FINANCIAL, INC	6/12/17	Aluminum mesh strainer 3", ceiling tiles	\$80.31
35457	415	BUSINESS CARD	6/12/17	Vacuum bags, vacuum repair parts, batteries, rubber stamps, 3Doodler pen kits, facebook advertising, Management meeting expenses, Calligraphy program expenses, Summer Reading prizes, adult program expenses, B2B expenses, Scholastic Shopping expenses, postage, Budget Workshop expense, children's supplies	\$2,180.56
0	416	BILL HROMADA	6/9/17	Courier Mileage, 5/16/17-5/31/17 (Conf #535)	\$364.87
0	417	GREAT-WEST RETIREMENT S	6/9/17	Annuity Withheld 6/9/17payroll (Conf. #539)	\$1,035.00
0	418	INDIANA CHILD SUPPORT BU	6/9/17	Child Support Garnishment: Andrea Prescaro 6/9/2017 Payroll (Payment #1890320170608113134)	\$80.17
0	419	INDIANA DEPARTMENT OF RE	6/9/17	EFT-State & County Taxes w/held May 2017 Payrolls (Ref #82345)	\$5,965.66
0	420	INPRS fbo PERF	6/9/17	6/9/17 Payroll Contributions	\$6,433.62
0	421	IRS USA TAXPAYMENT	6/9/17	EFT-FICA & Federal Taxes w/held 6/9/17 (Ref #71387398)	\$12,231.35
0	422	NIPSCO	6/9/17	DeM: Dusk to Dawn Area Lighting electric service 4/20 - 5/18/17 (Conf #534)	\$15.30
0	423	SPRINT	6/9/17	Hotspot Data Service May 12 - June 11, 2017 (Conf #538)	\$419.88
0	424	TOWN OF DEMOTTE	6/9/17	DeM: Sewer & Water- May 2017 (conf# 537)	\$167.64
0	425	TOWN OF WHEATFIELD	6/9/17	Wh: Sewer- June 2017 (conf# 536)	\$56.65
35458	426	CAROLYNN DeVRIES	6/12/17	Mileage 5/9-5/23/17: ILF Conference, School Visits, Book Club meeting	\$97.37
35459	427	CULLIGAN WATER CONDITIO	6/12/17	Wh: Water Cooler Rental-June 2017, 5-gallon drinking water- 12	\$97.35
35460	428	DEBORAH KRISTOFF	6/12/17	Mileage 4/5-5/31/17: Branch Manager Counterparts meeting, Wheatfield Library- use internet for webinar due to internet being out at DeMotte Library, Database Committee meeting, Management meeting, Rensselaer Library- meeting with L. Poortenga, pick up 3Doodler pen kits	\$99.51
35461	429	DELTA DENTAL	6/12/17	Dental Insurance premiums- June 2017	\$564.49
35462	430	DEYOUNG PLUMB, HTG, & AIR	6/12/17	DeM & Wh: Back flow testing	\$225.00
35463	431	DONNA BARKO	6/12/17	Mileage 4/5-6/6/17: Bank deposits, Post Office, new employee orientation, Courthouse, transport	\$50.50
35464	432	EDWARD P. DUMAS	6/12/17	Legal Assistance: Real Estate Purchase, Rensselaer Friends of the Library 501c3 status	\$900.00
35465	433	ENA SERVICES LLC	6/12/17	Internet service for May 2017	\$1,635.53
35466	434	FAEGRE BAKER DANIELS LLP	6/12/17	Legal Assistance: Section 125 Plan	\$1,200.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35467	435	FINDAWAY WORLD, LLC	6/12/17	Playaway Views	\$339.97
35468	436	GALE/CENGAGE LEARNING	6/12/17	Legal Forms & Opposing Viewpoints database subscriptions 5/27/17-5/26/18	\$4,070.53
35469	437	GAYLORD BROS., INC.	6/12/17	Microfilm Reel Boxes	\$443.98
35470	438	GOODWIN FIRE EQUIPMENT, I	6/12/17	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	\$138.00
35471	439	GRAINGER	6/12/17	Replacement diffuser for light fixture	\$10.48
35472	440	HAMSTRA BUILDERS, INC.	6/12/17	Wh: repaired air handler; serviced MVA unit; installed intake hood & make up air unit intake blowers	\$884.27
35473	441	HP Products	6/12/17	Toilet paper, m-folds	\$276.28
35474	442	ICC Business Products	6/12/17	Chair mat	\$42.99
35475	443	INDIANA STATE LIBRARY	6/12/17	Info Express Delivery Services, 2 days/week	\$300.00
35476	444	INDIANA WASTE SERVICE	6/12/17	DeM: Trash Pick-up, June 2017	\$89.70
35477	445	INDIANA WILD	6/12/17	Summer Reading Presenter	\$565.00
35478	446	INFOGROUP	6/12/17	Continuations	\$620.00
35479	447	KANKAKEE VALLEY PUBLISHI	6/12/17	RCHS graduation ad	\$35.00
35480	448	KAPCO	6/12/17	Clear polyester repair tape, easy jacket	\$79.77
35481	449	KIM DELGER	6/12/17	Mileage 4/6-5/2/17: 10 Day Challenge meetings	\$47.08
35482	450	LINDA POORTENGA	6/12/17	Mileage 5/3-5/19/17: Laptop meeting, Chamber meeting, SJC meeting, B2B	\$70.09
35483	451	MIDWEST TAPE	6/12/17	DVDs, CDs, audiobook sleeves	\$841.61
35484	452	NETWISE RESOURCES	6/12/17	Wh: staff copier quarterly service agreement	\$219.01
35485	453	NICKOLE HACHLICA	6/12/17	Mileage 5/12/17: Summer Reading shopping	\$37.45
35486	454	NIPSCO	6/12/17	DeM & Wh: Gas & electric service	\$6,126.87
35487	455	NITCO	6/12/17	DeM: Local Phone & Fax Service June 2017	\$159.80
35488	456	PATTY STRINGFELLOW	6/12/17	Mileage 5/11-5/31/17: Management meeting, ISL Budget Workshop	\$118.24
35489	457	PEGGY MICHELIN	6/12/17	Mileage 3/10-6/6/17: AV shopping, AV returns, supply pickup	\$13.91
35490	458	PERRY WARREN	6/12/17	Summer Reading Program Presenter	\$750.00
35491	459	POST TRIBUNE	6/12/17	DeM: newspaper subscription Acct# 44365252	\$260.00
35492	460	PRECISION CONTROL SYSTE	6/12/17	Rens: Chiller not running, bad connection on comfort link carrier control, fixed connection, chiller now running, took jumper off DMS start, tech needs to fix computer	\$774.50
35493	461	QUALITY LOGO PRODUCTS, I	6/12/17	Summer Reading Jacob's Ladders	\$1,166.42
35494	462	RACHEL KUHN	6/12/17	Mileage 5/3/17: Makerspace Counterparts meeting	\$23.54
35495	463	RENSSELAER LAUNDRY ROO	6/12/17	Laundry	\$20.00
35496	464	REPUBLIC SERVICES #715	6/12/17	Wh: Trash Service- June 2017	\$100.69
35497	465	ROEING CORPORATION	6/12/17	Apple USB power adapter, Dock connector to USB cable	\$34.00
35498	466	SHOPKO STORES OPERATIN	6/12/17	Plastic container, contact paper	\$17.98
35499	467	STEVE WHITED	6/12/17	Appraisal of property located at: 220 10th St. SW, DeMotte, IN 46310	\$350.00
35500	468	SVT, LLC	6/12/17	Ladies Tea expenses, children's program expenses, Charlie Halleck program expenses	\$176.47
35501	469	SUNRISE PACKAGING INC.	6/12/17	Audiobook cases	\$375.58
35502	470	THE LIBRARY CORPORATION	6/12/17	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2017- Aug. 2018; Reports Manager Renewal July 2017-June 2018: NCIP software renewal Jul 2017-Jun 2018	\$29,989.00
35503	471	TRUGREEN PROCESSING CE	6/12/17	DeM: Insect & Disease Control service, Lawn Fertilization service; Wh: Lawn Fertilization service; Rens: Lawn Fertilization service	\$354.95
35504	472	VISION SERVICE PLAN	6/12/17	Vision Insurance Premiums- June 2017	\$226.67
35505	473	WAL-MART COMMUNITY/RFC	6/12/17	Ladies Tea expenses, Tuesday Movie program expenses, DVDs, Spectacular Sunday program expenses, paint, mulch, Calligraphy program expenses, Summer Reading prizes, children's supplies	\$453.98

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35506	474	YVONNE DEL VECCHIO	6/12/17	Mileage 3/1-4/26/17: Walking Books, Book Club, deliver newsletter	\$49.54
35507	475	ZIESE PLUMBING, HEATING, &	6/12/17	DeM: replace toilet flanges for the main floor restrooms	\$814.00
35508	476	ALLSTATE SIGN & PLAQUE C	6/12/17	No Smoking signage - DeM	\$22.50
35509	477	CARDINAL OFFICE PRODUCT	6/12/17	DeM: Staff Copier Maintenance 1/21/17-4/21/17	\$854.53
35510	478	CENTURYLINK	6/12/17	Rens: Local Phone & Fax Service- June 2017	\$419.94
35511	479	DELL MARKETING L.P.	6/12/17	Toner	\$263.13
35512	480	DEMCO	6/12/17	Clear polypropylene tape, subject classification labels	\$113.36
35513	481	KIRBY RISK CORPORATION	6/12/17	Light fixture	\$72.99
35514	482	OFFICE DEPOT	6/12/17	Rubberbands, copy paper, binders, mechanical pencil lead, masking tape, construction paper, color copy paper, label tape, contact paper, dish soap, tape, glue sticks	\$347.02
35515	483	OLLIS BOOK CORPORATION	6/12/17	Books	\$653.03
35516	484	QUILL CORPORATION	6/12/17	Binders, toner, CD/DVD file folders, divider tabs, name tag, double-sided tape, labels, clorox wipes, construction paper, folders	\$417.67
35517	485	RACHAEL CAVINDER	6/12/17	Mileage 5/5-6/5/17: ILF meeting, Scholastic shopping, Processing meeting	\$66.34
35518	486	S & S WORLDWIDE, INC	6/12/17	K'nex building set	\$39.99
35519	487	UNIQUE MANAGEMENT SERVI	6/12/17	Collections: Initial/Secondary Placements- May 2017	\$80.55
Total Amount of Claims					\$333,001.58

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 12, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$333,001.58

Date this 12th day of June, 20 17.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

July

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 10, 2017, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of June Board Meeting
Bills/Financial Reports
2017 Salary Ordinance Update (R 7)
Policy Review (R 10, R 12)
Workshop Request (R 12)

General Business

Oath of Office – Kristie Housman (R 12) Action
Hotspot Check-Out (R 13) Action

Director's Report (R 12-R 14) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

June 12, 2017
Rensselaer Library

Present: Janet Umlauf, Natalie Waling, Kevin Kaluf, Janelle Harper, Jody Melton, Mark Heinig, Patricia Stringfellow, Rayann Gilmore

Absent: Deana George

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:10 PM.

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes, bills/financial reports, Internet Use and Safety Policy revisions, and Salary Ordinance update were approved as presented on a motion by M. Heinig, seconded by J. Harper. Motion passed.

Interlibrary Loan Policy: In December 2015 the library board approved the library participating in Indiana Statewide Remote Circulation System (SRCS). SRCS is a virtual Indiana union catalog for participating libraries through which materials can be requested for patrons. Participating in SRCS allows us to borrow materials that we do not own and also allows us to loan materials to patrons of other Indiana libraries. We now have two methods for borrowing materials that we do not have in our collection for patrons, SRCS (launched in August 2016) and InShare which has been around for many, many years. The InShare component is expensive for the State Library to operate so they are limiting how many free requests we can make in one year through InShare. If we exceed our limit we will be charged \$5 per request. To manage access and cost, we recommend that the library adopt an Interlibrary Loan Policy that outlines how requests will be handled. Materials will first be requested through SRCS. If items are not available through SRCS, then the library will order the item in consideration of the library's Selection Policy. InShare will be used to request highly specialized or out of print materials. The lending library will determine the fees that patrons will pay for lost or damaged ILL items. Overdue fees will be charged as required by the Circulation Policy. M. Heinig moved to adopt the Interlibrary Loan Policy as presented, seconded by J. Umlauf. Motion passed.

Director Compensation: J. Melton, Board President, explained that he had requested that Director Compensation be placed on the agenda for the June meeting because he wanted a quick study to be done to take a look at and compare Jasper County Public Library's director salary to other like-funded libraries with similar numbers of facilities and employees around the state and region. A committee meeting was called with the chair of the Budget Committee, M. Heinig, and the chair of the Director's Evaluation Committee, J. Umlauf. P. Stringfellow and R. Gilmore presented the committee with figures and numbers for their review. After reviewing the data, the committee wanted to bring a recommendation to the full Library Board. J. Umlauf moved that the 2017 Jasper County Public Library director salary be raised to \$72,000 retroactive to January 1, 2017 and that the Board revisit in the future with a goal to raise the 2018 director salary to \$75,000, seconded by M. Heinig. Motion passed.

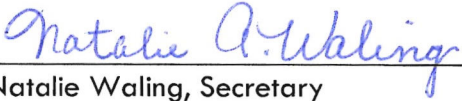
DeMotte Touch of Dutch Festival: The Festival will be held on Saturday, August 12 in DeMotte. A 5K Run begins at 8am near the library and a parade is scheduled in the morning. We recommend that the DeMotte Library be closed on Festival day due to congestion around the library and

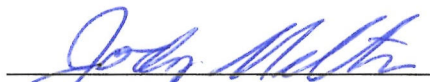
struggles of getting to the library. J. Umlauf moved, seconded by K. Kaluf to close the DeMotte Library on August 12 for the Touch of Dutch Festival. Motion passed.

2017 Budget Committee: P. Stringfellow and R. Gilmore will meet with our DLGF Field Rep on July 31 to review budget paperwork. We will need to meet with the Budget Committee July 28 or thereabouts to review budget recommendations. Committee members are: M. Heinig, chair; J. Melton, and K. Kaluf. The Budget Committee meeting is tentatively scheduled for July 28 at 9:00AM.

Director's Report: The newspaper ads for the additional appropriation ran in the June 8 issues of the Rensselaer Republican and the Kankakee Valley Post News. Our meeting with the County Council regarding the additional appropriation is June 20 at 7:10PM. P. Stringfellow, J. Umlauf, and J. Melton plan to attend the County Council meeting. The Library's attorney, Ed Dumas, has reached out to Mark Hubers, the representative for the David Hubers Revocable Living Trust about sitting down to discuss the appraisals of the property located adjacent to the DeMotte Library. Mark indicated that he would not be able to meet until July. The money that has been invested with Trust Indiana earned an average of .84% interest for the first month. Staff Development Day training will be at the Center for Creative Solutions in Michigan City this year. In addition to the training staff will also be doing an individual problem solving self-assessment. This exercise is an additional cost to the library but will be beneficial for staff. Each staff member will receive a report back after the assessment for their own information. The Library received letters from the Rensselaer Redevelopment Commission indicating that there is no excess assessed value for the Fairground Allocation Area, the Drexel Commercial/Industrial Allocation Area, and the Lintner Park Allocation Area to be allocated to the overlapping taxing units. The Library will not receive tax revenue for these allocation areas in 2018.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:34 PM, seconded by J. Harper.


Natalie Waling, Secretary


Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE

June 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	83	2	0	85
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	41	3	0	44
Blu-Ray (DBR)	249	1	1	251
Books on CD (DBKCD)	142	9	4	155
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	111	3	0	114
Digital Audiobooks (DDA)	90	0	0	90
DVD (DDVD)	1710	30	12	1752
Equipment (DEQP)	21	0	0	21
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	21	0	0	21
Fiction (DFIC)	594	16	23	633
Fiction Fantasy (DFICF)	11	0	2	13
Fiction Mystery (DFICM)	90	14	1	105
Fiction New (DFICNEW)	431	11	12	454
Fiction Science Fiction (DFICSF)	7	0	0	7
Fiction Western (DFICW)	7	1	0	8
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	218	0	1	219
Hanging Bags (DHANG)	36	0	0	36
ILL (DILL)	27	0	1	28
Internet (DINTER)	539	0	0	539
Juv. Audio book (DJAUDB)	57	3	0	60
Juv. Biography (DJBIO)	37	0	0	37
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	30	0	0	30
Juvenile Easy (DJE)	1210	3	4	1217
Juv. Easy Non-fiction (DJENF)	104	0	0	104
Juv. Easy Reader (DJER)	720	1	0	721
Juv. Fiction (DJFIC)	832	9	5	846
Juv. Holiday books (DJHOL)	36	0	0	36
Juv. Magazine (DJMAG)	58	0	0	58
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	374	6	5	385
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	205	2	0	207

Large Print Fiction (DLPF)	197	18	6	221
Large Print Nonfic (DLPNF)	10	0	0	10
Magazine (DMAG)	502	0	2	504
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	2	0	0	2
Nonfiction 100 (DNF100)	9	2	0	11
Nonfiction 200 (DNF200)	27	0	1	28
Nonfiction 300 (DNF300)	47	5	2	54
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	10	3	0	13
Nonfiction 600 (DNF600)	80	6	3	89
Nonfiction 700 (DNF700)	35	1	1	37
Nonfiction 800 (DNF800)	8	0	0	8
Nonfiction 900 (DNF900)	53	2	2	57
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	55	1	0	56
Nonfiction (DNFIC)	4	0	0	4
Nonfiction New (DNFNEW)	110	2	3	115
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	1	0	0	1
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	9	0	0	9
Software (DSWAR)	5	0	0	5
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	105	2	107
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	227	8	2	237
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	16	1	1	18
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	9	0	0	9
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	26	0	28
Blu-Ray (RBR)	4	369	0	373
Books on CD (RBKCD)	4	122	4	130
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	141	4	151
Digital Audiobooks (RDA)	0	48	1	49
DVD (RDVD)	38	2769	14	2821
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	20	0	20
Fiction (RFIC)	40	573	22	635
Fiction New (RFICNEW)	12	395	9	416
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	8	0	8
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	135	0	138
Hanging Bag (RHANG)	0	7	0	7
ILL (RILL)	0	20	0	20
Internet (RINTER)	0	1307	0	1307
Juv. Audio book (RJAUDB)	1	40	0	41
Juv. Biography (RJBIO)	1	13	0	14
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	10	36	0	46
Juvenile Easy (RJE)	9	709	3	721
Juv. Easy Non-fiction (RJENF)	2	53	0	55
Juv. Easy Reader (RJER)	10	378	0	388
Juv. Fiction (RJFIC)	19	464	5	488
Juv. Magazine (RJMAG)	0	16	1	17
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	20	268	0	288
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	0	138	1	139
Large Print Fiction (RLPF)	19	289	5	313
Large Print Nonfic (RLPNF)	1	7	0	8
Magazine (RMAG)	0	308	1	309
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	6	0	6
Non-Fiction 100 (RNF100)	0	16	1	17
Non-Fiction 200 (RNF200)	6	13	0	19
Non-Fiction 300 (RNF300)	3	58	2	63
Non-Fiction 400 (RNF400)	1	5	0	6
Non-Fiction 500 (RNF500)	1	9	1	11
Non-Fiction 600 (RNF600)	15	143	9	167
Non-Fiction 700 (RNF700)	9	50	2	61
Non-Fiction 800 (RNF800)	0	4	0	4
Non-Fiction 900 (RNF900)	5	43	0	48
Nonfiction Blu-Ray (RNFBR)	0	13	0	13
Nonfiction DVD (RNFDVD)	1	161	0	162
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	13	182	6	201
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	7	0	7
SRCS (SRCS) DeMotte	37	2	8	47

SRCS (From other libraries ILL-SR	1	0	0	1
SRCS (SRCSW) Wheatfield	4	0	0	4
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	0	12	0	12
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	11	96	4	111
YA Music CD (RYACD)	3	17	0	20
YA Nonfiction (RYANF)	0	7	0	7
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	5	5	10
Blu-Ray (WBR)	1	1	190	192
Books on CD (WBKCD)	6	0	111	117
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	12	3	86	101
Digital Audiobooks (WDA)	3	0	40	43
DVD (WDVD)	14	23	1908	1945
Equipment (WEQP)	0	0	4	4
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	22	22
Fiction (WFIC)	42	23	310	375
Fiction Fantasy (WFICF)	0	1	6	7
Fiction Mystery (WFICM)	3	4	43	50
Fiction New (WFICNEW)	38	13	201	252
Fiction Science Fiction (WFICSF)	1	1	12	14
Fiction Western (WFICW)	1	0	0	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	10	3	22	35
Hanging Bags (WHANG)	2	1	25	28
ILL (WILL)	0	0	15	15
Internet (WINTER)	0	0	330	330
Juv. Audio book (WJAUSB)	0	0	44	44
Juv. Biography (WJBIO)	0	0	10	10
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	1	14	16
Juvenile Easy (WJE)	12	6	787	805
Juv. Easy Non-fiction (WJENF)	1	0	86	87
Juv. Easy Reader (WJER)	16	20	930	966
Juv. Fiction (WJFIC)	56	24	709	789
Juv. Magazine (WJMAG)	0	0	10	10
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	18	6	219	243
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	4	301	307
Large Print Fiction (WLPF)	17	17	148	182
Large Print Nonfic (WLPNF)	2	1	10	13

Magazine (WMAG)	2	1	259	262
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	2	0	6	8
Non-Fiction 200 (WNF200)	3	1	9	13
Non-Fiction 300 (WNF300)	3	3	6	12
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	0	9	10
Non-Fiction 600 (WNF600)	1	6	80	87
Non-Fiction 700 (WNF700)	1	1	17	19
Non-Fiction 800 (WNF800)	0	0	6	6
Non-Fiction 900 (WNF900)	4	4	17	25
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	1	127	128
Nonfiction (WNFIC)	0	1	0	1
Nonfiction New (WNFNEW)	12	0	57	69
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	9	9
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	2	2	12	16
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	21	13	271	305
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	0	6	8
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10138	9975	7690	27803

CIRCULATION BY HOLDINGS CODE

June 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	83	2	0	85
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	43	34	5	82

Blu-Ray (BR)	254	384	191	829
Books on CD (BKCD)	152	131	119	402
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	129	147	90	366
Digital Audiobooks (DA)	93	48	41	182
DVD (DVD)	1762	2822	1934	6518
Equipment (EQP)	21	6	4	31
See librarian (ERR)	0	0	0	0
Express Book (EXP)	21	20	22	63
Fiction (FIC)	676	612	355	1643
Fiction Fantasy (FICF)	11	1	8	20
Fiction Mystery (FICM)	93	18	44	155
Fiction New (FICNEW)	481	419	222	1122
Fiction Science Fiction (FICSF)	8	1	12	21
Fiction Western (FICW)	8	1	0	9
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	8	0	8
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	231	138	23	392
Hanging Bags (HANG)	38	8	25	71
ILL (ILL)	27	20	16	63
Internet (INTR)	539	1307	330	2176
Juv. Audio book (JAUDB)	58	43	44	145
Juv. Biography (JBIO)	38	13	10	61
Juv. Book on CD (JBKD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	41	37	14	92
Juvenile Easy (JE)	1231	718	794	2743
Juv. Easy Non-Fiction (JENF)	107	53	86	246
Juv. Easy Reader (JER)	746	399	930	2075
Juv. Fiction (JFIC)	907	497	719	2123
Juv. Holiday (JHOL)	36	0	0	36
Juv. Magazine (JMAG)	58	16	11	85
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	412	280	224	916
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	1	0	1
Juv. Toddler (JTOD)	207	144	302	653
Large Print Fiction (LPF)	233	324	159	716
Large Print Nonfic (LPNF)	13	8	10	31
Magazine (MAG)	504	309	262	1075
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	2	6	1	9
Non-Fiction 100 (NF100)	11	18	7	36
Non-Fiction 200 (NF200)	36	14	10	60
Non-Fiction 300 (NF300)	53	66	10	129
Non-Fiction 400 (NF400)	4	5	0	9
Non-Fiction 500 (NF500)	12	12	10	34
Non-Fiction 600 (NF600)	96	155	92	343
Non-Fiction 700 (NF700)	45	52	20	117
Non-Fiction 800 (NF800)	8	4	6	18
Non-Fiction 900 (NF900)	62	49	19	130
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	56	163	127	346
Nonfiction (NFIC)	4	1	0	5
Nonfiction New (NFNEW)	135	184	66	385
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	1	0	3
Professional Coll. (PROF)	1	1	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	65	99	37	201
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	9	1	9	19
Software (SWAR)	5	7	0	12
SRCS (SRCS) DeMotte	37	2	8	47
SRCS (From other libraries III-SRC	1	105	2	108
SRCS (SRCSW) Wheatfield	4	0	0	4
Vertical File (VF)	0	4	0	4
VHS	0	0	0	0
YA Audio book (YAUDB)	1	12	0	13
YA Biography (YAB)	2	0	0	2
YA Books on CD (YABKCD)	2	2	12	16
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	259	117	277	653
YA Music CD (YACD)	3	17	0	20
YA Nonfiction (YANF)	18	8	7	33
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	9	0	0	9
				0
Free reads	203	135	80	418
Games/Puzzles	76	46	0	122
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10482	10255	7806	28543

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1743	1531	902	4176
Nonfiction	628	730	318	1676
CHILDREN'S BOOKS				
Fiction	3174	1760	2745	7679
Nonfiction	593	347	320	1260
YA BOOKS				
Fiction	490	255	300	1045
Nonfiction	20	8	7	35
Magazines, Adult	504	317	262	1083
Magazines, Children	58	16	11	85
Sound Recordings, adult	377	340	262	979
Sound Recordings, ch	140	105	83	328
Online databases	0	0	0	0
Software	5	7	0	12

SRCS	42	107	10	159
Vertical file	0	4	0	4
VHS/DVD/Blu-Ray	2072	3369	2252	7693
Equipment	21	6	4	31
Total	9867	8902	7476	26245
A-V Circulation	2594	3821	2597	9012
A-V Circulation as % of total	26.3%	42.9%	34.7%	34.3%

June 2017

[illegible][illegible]

MONTHLY SYSTEM STATISTICS	2016	2017	% change
Current month's Circulation	27,095	26,245	-3.1%
Jan. to date circulation	133,474	133,583	0.1%

WHEATFIELD COLLECTION

Start of Month	End of Month
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

Volumes

XX

59,228 TOTAL

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

June 2017

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	205	44	194	42	275	60	674	146
LOCAL HISTORY								
In person	0	0	4	1	0	0	4	1
Letters written	0	0	8	8	0	0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	539	22	1307	54	330	14	2176	91
Internet use-Wireless	1980		2790		870		5640	
Computer software used	0	0	0	0	0	0	0	0
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	24	3	0	0	24	3
CD ROM/Online databases	0	0	0	0	0	0	0	0
Public FAX24	33		28		17		78	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	10	3	1	0	12	4
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	6		0		0		6	
Outreach activities	47	47	8	5	0	0	55	37
Notarized documents	11	3	6	2	5	1	22	6
Meeting Room Use (no. of group)	50	17	54	18	47	16	151	50
Study room use	43	4	38	3	23	2	104	9
Proctoring	6	3	0	0	0	0	6	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1719	
IN-HOUSE USE ITEMS	965		230		119		1314	
SELF-CHECKOUT USE	241		590		480		1311	
INTERLIBRARY LOANS								
Requests made for:	45	11	22	6	9	2	76	19
Items rec'd for:	65	33	98	49	37	19	200	100
Items requested by other libraries	21		41		27		89	
Items supplied to other libraries	21	11	41	21	27	14	89	45

REGISTRATIONS

Total Borrowers	7712	8537	4911	21160
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	295	482	128	905
Number of New Patrons Added	66	39	41	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	9	54	11	66	12	72	32	192
Number attending	441		323		340		1104	
YA Programs (14-17)	4	24	3	18	6	36	13	78
Number attending	112		24		106		242	
Adult Programs	5	30	4	24	3	18	12	72
Number attending	222		157		33		412	
Senior Citizen Programs	18	108	4	24	3	18	25	150
Number attending	68		33		34		135	
Total Number of Programs	36	216	23	138	24	144	83	498
Total Persons Attending	843		537		513		1893	
Total Attending Same Month Last Yr.	679		690		513		1882	
Total Staff Hours Spent		410		353		271	1034	1019
Total Number of In-House Program	32		22		23		77	
Total Attendance	831		522		503		1856	
Total Number of Outreach Program	4		1		1		6	
Total Attendance	12		15		10		37	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5492	55.6%	5984	67.6%	4691	63.1%	16167	61.8%
Corporate	3	0.0%	52	0.6%	0	0.0%	55	0.2%
Juvenile 0-11	184	1.9%	90	1.0%	93	1.3%	367	1.4%
Juvenile-AV	1475	14.9%	1302	14.7%	1475	19.8%	4252	16.2%
Nonresident No Fee	0	0.0%	0	0.0%	17	0.2%	17	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	228	2.3%	225	2.5%	71	1.0%	524	2.0%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	19	0.2%	99	1.1%	0	0.0%	118	0.5%
Reciprocal YA	0	0.0%	6	0.1%	0	0.0%	6	0.0%
Reciprocal YA AV	0	0.0%	7	0.1%	0	0.0%	7	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	10	0.1%	0	0.0%	10	0.0%
SRCS	0	0.0%	80	0.9%	0	0.0%	80	0.3%
Staff	2058	20.8%	626	7.1%	638	8.6%	3322	12.7%
Walking books	94	1.0%	104	1.2%	111	1.5%	309	1.2%
YA 12-17	48	0.5%	25	0.3%	12	0.2%	85	3.2%
YA-AV	277	2.8%	239	2.7%	332	4.5%	848	3.2%
Total	9878		8849		7440		26167	
All items borrowed by nonresidents	247	2.5%	347	3.9%	88	1.2%	682	2.6%

**Salary Ordinance 2017
Updated 7/10/17**

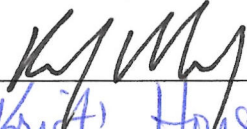
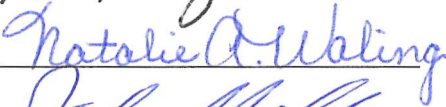
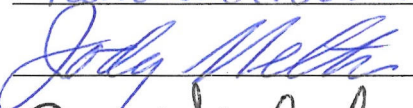
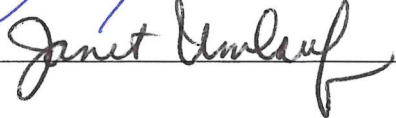
Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Saul Hernandez	Maintenance	\$13.33	6/16/17	12	D
Allison Princell	Janitor	\$11.76	6/22/17	15	R
Patty Stringfellow	Director	\$34.62	1/1/17	40	R

We have promoted Saul Hernandez from Janitor to Maintenance, replacing Ben Postma who no longer works for the library.

We have hired Allison Princell as Rensselaer Janitor, replacing Jeremiah Lytle who no longer works for the library.

At their June 2017 board meeting, the board approved Director, Patty Stringfellow's 2017 salary be \$34.62 per hour retroactive to January 1, 2017.

We have examined and approved the changes to the 2017 Jasper County Public Library Salary Ordinance. Dated 7/10/17.

Patron Tasks and Devices Policy

Patrons are responsible for inputting their own data in all forms, applications, and documents to ensure privacy is maintained. Likewise, patrons must input any data, or follow any procedure on their own devices. Library staff should not touch these devices for liability purposes.

Staff can offer patrons 5 to 10 minutes of limited assistance, as staffing permits, in navigating through the following tasks:

1. Job applications
2. Unemployment applications
3. Obtaining an e-mail address
4. Adding attachments or photos to e-mails.
5. Accessing downloadable materials.
6. Using Microsoft Office programs (opening, saving, and printing documents)

Staff will point patrons toward online guides and/or library books for any other questions that may arise.

Library staff will give 5 to 10 minutes of limited assistance, as staffing permits, and as staff knowledge allows, for personal devices when interfacing with library devices:

1. Laptops, e-readers, tablets
2. Handheld devices
3. Cameras
4. Flash drives, etc.
5. Mp3 players
6. Wireless devices

Staff will point patrons toward online guides and/or library books for any other questions that may arise. Please be aware that library printers may not be compatible with all devices and/or software. Technology is changing rapidly, and staff may not be knowledgeable about a specific device or program.

One-on-one sessions may also be scheduled.

May 2011; revised 7/17

Director's Report June 2017

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

2017 Salary Ordinance Update: There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policy Review: Three policies are up for review in July: Public Relations/Information Policy, Public Records Policy, and Patron Tasks and Devices Policy. No revisions are recommended to the Public Relations/Information Policy, and we reviewed/revised the Public Records Policy in May. So nothing new is needed for that one. We do recommend a slight revision to the Patron Tasks and Devices Policy, a simple statement to remind patrons and staff that scheduled one-on-one sessions are also an option. Please see R 10. **If you approve the Consent Agenda, you approve revising the Patron Tasks and Devices Policy as presented.**

Workshop Request: I am requesting permission to send Evie Bristol and Debbie Kristoff to Purdue Extension's Community Leadership Program, a program designed to create a network of willing, knowledgeable, and committed leaders to step up and make a difference in their community. Attendees will get to know their county while learning about interpersonal communication, managing conflict, diversity, nonprofit boards, county government, economic development, education, a healthy community, and the state capitol. The program is spread over the course of several months with the trip to the state capital being optional. The program fee is \$300. Monies have been budgeted for this training that I believe will be very valuable. **If you approve the Consent Agenda items, you will approve Evie Bristol and Debbie Kristoff attending Purdue Extension's Community Leadership Program.**

General Business:

Oath of Office – Kristie Housman: Kristie Housman has been appointed to our library board by the Rensselaer Central School Board, replacing Deana George who did not wish to be reappointed due to scheduling conflicts. Kristie will take her oath of office at our July meeting. I will meet with Kristie on July 1 for Board Member Orientation. She is aware of our Internal Controls training requirement. I have asked her to complete the training before our July 10 meeting. Kristie is excited about serving on our board!

Hotspot Check-Out: To increase Internet access for our patrons you approved our circulating wifi hotspots at our February meeting. We began circulating hotspots on May 1, and the service is very popular! In February I recommended and you approved the following Circulation rules:

- 7 day loan period
- No holds
- No renewals
- \$1 per day late fee
- Must be 18 years old to checkout
- Replacement cost, \$50
- A PIN will be utilized so that patrons cannot change settings, and we will have the ability to deactivate the devices if they are not returned by the due date.

Each library has 4 hotspots for checkout (12 total for the system). Everything is going well except for the fact that borrowers do not seem to be daunted by the \$1 per day late fee. We are able to deactivate them if they are not returned by the due date, but more importantly we need patrons to bring them back to the library right away so that another patron may check them out, and they sometimes do not bring them back in a timely manner. We recommend raising the late fee from \$1 per day to \$5 per day to encourage more timely return and that the patron card be stopped until they return this popular item. A board vote is required to make this change to the circulation rules for hotspots.

Director's Report:

Based upon our responses to the 2016 Public Library Annual Report the Indiana State Library has determined that we met Indiana Public Library Standards as per (590 IAC 6) for 2016. A letter is on file in the business office stating compliance along with the original copy of our submission.

We received DLGF approval for our additional appropriation on Friday, June 30. Since we did not receive approval prior to June 30 Jasper County Abstract postponed the scheduled June 30 closing on June 29. When the approval came in the mail on Friday, we contacted Jasper County Abstract who asked us to complete the wire transfer to Jasper County Abstract. We completed that around noon just ahead of the 2pm deadline. As this packet goes to press, library required signatures are complete, but now we wait for the homeowner who will hopefully sign on July 3. Insurance is ready to be turned on and utility shut offs and mowing will be arranged. Jasper County Abstract will collect the keys from the homeowner for us.

Summer Reading is underway at all locations. This takes a lot of staff time to pull off as they prepare for performers, prepare for volunteers, prepare for participants, set-up, tear down, get weekly prizes, empty ticket cans, purchase

and prepare craft items, clean up, etc. Summer Reading is for all ages. Adults, teens, and children all find something offered just for them. It has been an exciting month!

Technical Services Librarian, Becky, and I will participate in an Indiana State Library sponsored webinar about library card access on December 5, 2017. The title for this webinar is *School & Public Library Partnerships: Getting Public Library Access to Students*, and here is the program description: Getting public library cards into the hands of all students can be a challenge. Find out how two libraries worked with their local schools to do just that during this webinar. First the Jasper County Public Library will share how they began providing Digital Access Cards to their middle and high schools, then Hamilton East Public Library will detail how they began issuing students in their district library cards that have the same number as their student ID. Both libraries have significantly increased students' access to their collections by working directly with school librarians and administrators. Attendees will earn 1 LEU. We did a similar presentation at the ILF District II meeting in May. The webinar format is new to us, but we are up for the challenge and look forward to participating.

I have been invited to speak on the topic of Employment Practices and Workers Rights at the New Director Workshop at the Indiana State Library on August 15. I have accepted the invitation to present and look forward to the opportunity.

Rayann and I attended Gateway Budget Training in Monticello on June 27. It is an opportunity to review the budget process and learn about any changes that have been made to the Gateway.

The City of Rensselaer appears to have completed their repairs to the sewer line on our property. The yard looks rough but we trust that they will plant grass soon!

***** I am not including the department news that you would normally find below due to the early publication of this packet. Department news will return in your August packet. June statistics will be emailed the week of July 17. *****

System Administrator News

Technical Services News

DeMotte Library News

Rensselaer Library News

Wheatfield Library News

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT
June 30, 2017

	<u>Beginning 2017 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$690,256.72	\$210,730.80	\$1,103,392.61	\$411,424.63	\$1,238,424.98	\$825,289.09
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$4,215.63	\$10,505.92	\$600.00	\$10,313.90	\$14,109.33
DeMotte	\$3,743.26	\$883.60	\$2,550.25	\$200.00	\$3,126.98	\$4,319.99
Rensselaer	\$8,743.11	\$2,254.34	\$6,164.33	\$300.00	\$4,239.95	\$6,818.73
Wheatfield	\$1,814.98	\$1,077.69	\$1,791.34	\$100.00	\$2,946.97	\$2,970.61
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$14.91	\$90.45	\$181,444.80
Bond & Interest Redemption Fund	\$148,083.44	\$161,772.50	\$326,838.75	\$65,885.94	\$144,513.06	(\$34,242.25)
Rainy Day Fund	\$2,622,356.36	\$114,879.72	\$126,662.22	\$1,595.58	\$3,327.79	\$2,499,021.93
Includes Investments of: \$2,002,286.58						
State Technology Fund Grant Fund	\$0.00	\$1,635.53	\$8,121.53	\$0.00	\$16,333.34	\$8,211.81
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$0.00	\$26,792.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$216.62	\$0.00	\$198.72	\$11.14	\$122.75	\$140.65
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,514.06	\$47,172.08	\$8,514.06	\$47,172.08	\$0.00
FICA Tax Collected	\$0.00	\$7,899.01	\$44,752.58	\$7,899.01	\$44,752.58	\$0.00
State Tax Collected	\$3,329.68	\$3,380.83	\$20,137.73	\$3,576.92	\$20,384.92	\$3,576.87
County Tax Collected	\$2,486.68	\$2,584.83	\$15,318.37	\$2,760.67	\$15,592.41	\$2,760.72
Deferred Comp.	\$0.00	\$2,070.00	\$12,060.00	\$2,070.00	\$12,060.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,712.93	\$21,419.48	\$3,713.64	\$21,418.83	\$63.74
Employee Life Insur.	\$0.36	\$181.35	\$1,089.10	\$181.34	\$1,089.04	\$0.30
Employee INPRS	\$0.00	\$3,258.69	\$18,478.53	\$3,258.69	\$18,478.53	\$0.00
Garnishments	\$0.00	\$240.51	\$881.87	\$160.34	\$881.87	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$525,076.39	\$1,783,821.49	\$511,666.87	\$1,594,956.53	\$3,513,555.91

Bank Balances
Jasper County Public Library
Report as of: 6/30/17

<i>Bank</i>		
1	Alliance Bank	\$1,510,999.33
2	Cash On Hand	\$270.00
3	IN-02-0225-0001 TrustIndiana	\$2,002,286.58
<i>Total all banks =</i>		<i>\$3,513,555.91</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD/ACCT #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Fund</u>	<u>Date Invested</u>	<u>Interest Earned</u>	<u>Comments</u>
	IN-02-0225-0001	TrustIndiana	N/A	\$2,000,000.00		Rainy Day	5/15/17	\$740.93	May-17
								\$1,545.65	Jun-17

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	<u>\$2,286.58</u>
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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 6/1/17 To 6/30/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>1. Personal Services</i>								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$6,913.40	\$35,819.33	\$33,506.20	\$33,756.67	51.5
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$93,388.16	\$528,846.94	\$543,803.55	\$552,300.06	48.9
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$6,233.49	\$39,176.07	\$41,900.99	\$51,566.93	43.2
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,899.01	\$44,752.58	\$45,951.40	\$50,219.42	47.1
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$0.00	\$3,149.10	\$4,205.05	\$3,863.90	44.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$9,585.69	\$53,875.40	\$55,173.77	\$55,196.60	49.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$10,628.82	\$61,077.37	\$64,340.59	\$89,758.63	40.5
Subtotal	\$1,603,359.00		\$1,603,359.00	\$134,648.57	\$766,696.79	\$788,881.55	\$836,662.21	47.8
<i>2. Supplies</i>								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$227.53	\$0.00	\$372.47	37.9
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$698.46	\$3,225.79	\$3,814.65	\$5,274.21	38.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$297.08	\$2,930.97	\$2,758.71	\$3,569.03	45.1
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$195.27	\$2,071.44	\$2,622.89	\$5,928.56	25.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$68.64	\$68.64	\$234.31	\$931.36	6.9
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$40.96	\$73.39	\$180.64	\$326.61	18.3
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$10.48	\$343.83	\$138.39	\$656.17	34.4
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$1,431.34	\$8,922.22	\$5,108.52	\$6,577.78	57.6

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$32.88	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$2,742.23	\$17,863.81	\$14,890.99	\$24,186.19	42.5
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$1,350.00	\$5,297.20	\$641.25	\$2,202.80	70.6
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$1,085.00	\$2,628.60	\$3,591.50	\$23,935.40	9.9
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$4,070.53	\$4,070.53	\$15,702.85	\$21,356.47	16.0
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$0.00	\$16,500.00	\$18,500.00	\$100.00	99.4
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$711.99	\$3,398.13	\$1,876.22	\$401.87	89.4
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$7.80	\$1,299.80	\$1,368.32	\$1,700.20	43.3
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,104.78	\$6,401.40	\$6,903.38	\$13,598.60	32.0
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$56.50	\$2,961.21	\$3,914.17	\$5,538.79	34.8
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$153.46	\$626.82	\$575.93	\$1,373.18	31.3
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$0.00	\$1,621.50	\$0.00	\$74,998.50	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$40.00	\$417.89	\$173.90	\$182.11	69.6
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$179.32	\$1,778.48	\$1,760.00	\$21.52	98.8
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$262.00	\$300.00	0.0
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$18,407.00	\$16,333.00	\$8,593.00	68.2
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,035.19	\$11,160.04	\$7,960.77	\$33,839.96	24.8
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$9,558.91	\$44,904.51	\$40,162.46	\$55,095.49	44.9
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$317.65	\$1,524.93	\$1,901.10	\$2,475.07	38.1
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$611.38	\$3,566.82	\$3,583.08	\$3,933.18	47.6
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$4,152.72	\$21,729.77	\$25,802.89	\$95,440.23	18.5
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$138.00	\$138.00	\$1,086.40	\$2,862.00	4.6
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$218.70	\$208.70	\$81.30	72.9
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$285.00	\$514.00	\$1,915.00	13.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$264.00	\$904.08	(\$14.00)	105.6
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$0.00	\$3.30	\$95.20	\$196.70	1.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$31,919.84	\$67,773.81	\$66,661.04	\$46,459.19	59.3
Subtotal	\$689,506.00		\$689,506.00	\$56,505.02	\$216,977.44	\$220,482.24	\$472,528.56	31.5
<i>4. Capital Outlays</i>								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$129.49	\$5,975.96	\$2,352.21	\$76,648.04	7.2
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	(\$107.50)	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$10,896.80	\$61,653.18	\$62,513.62	\$98,346.82	38.5
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$260.00	\$8,105.03	\$12,448.82	\$16,894.97	32.4
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$5,548.69	\$26,012.90	\$17,793.45	\$33,987.10	43.4
Subtotal	\$327,624.00		\$327,624.00	\$16,834.98	\$101,854.57	\$95,215.60	\$225,769.43	31.1
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$210,730.80	\$1,103,392.61	\$1,119,470.38	\$1,559,146.39	41.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 120.03 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 6/1/17 To 6/30/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>3. Other Services and Charges</i>								
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$310,000.00	\$0.00	\$310,000.00	\$155,000.00	\$310,000.00	\$295,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$16,839.00	\$0.00	\$16,839.00	\$6,772.50	\$16,838.75	\$29,516.25	\$0.25	100.0
Subtotal	\$327,469.00		\$327,469.00	\$161,772.50	\$326,838.75	\$325,146.25	\$630.25	99.8
Grand Total	\$327,469.00	\$0.00	\$327,469.00	\$161,772.50	\$326,838.75	\$325,146.25	\$630.25	99.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3d

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 6/1/17 To 6/30/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$750.00	\$3,932.50	\$0.00	(\$3,932.50)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$601.00	\$2,201.00	\$0.00	\$2,799.00	44.0
Subtotal	\$5,000.00		\$5,000.00	\$1,351.00	\$6,133.50	\$0.00	(\$1,133.50)	122.7
<i>4. Capital Outlays</i>								
4.1 LAND	\$0.00	\$229,000.00	\$229,000.00	\$113,528.72	\$120,528.72	\$0.00	\$108,471.28	52.6
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$51,195.00	\$0.00	\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
Subtotal	\$51,195.00	\$229,000.00	\$280,195.00	\$113,528.72	\$120,528.72	\$0.00	\$159,666.28	43.0
Grand Total	\$56,195.00	\$229,000.00	\$285,195.00	\$114,879.72	\$126,662.22	\$0.00	\$158,532.78	44.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3e

Appropriation Report for 155 STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 6/1/17 To 6/30/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
3. Other Services and Charges								
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,635.53	\$8,121.53	\$6,486.00	(\$8,121.53)	0.0
Subtotal	\$0.00		\$0.00	\$1,635.53	\$8,121.53	\$6,486.00	(\$8,121.53)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,635.53	\$8,121.53	\$6,486.00	(\$8,121.53)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
6/30/17	151 RAINY DAY FUND	4.1 LAND	\$229,000.00	Additional Appropriation: purchase of property

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
151	\$229,000.00

Voucher List

Jasper County Public Library

Report Date: From 6/1/17 To 6/30/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	403	INDIANA CHILD SUPPORT BU	6/6/17	Child Support Garnishment: Andrea Prescaro 5/25/2017 Payroll (Payment #1890320170606170028)	\$80.17
0	404	PAYROLL	6/9/17	PAYROLL	\$53,648.04
35448	405	4IMPRINT, INC.	6/12/17	Promotional pencils	\$179.32
35449	406	AARON'S LAWN CARE	6/12/17	Mowing & edging, DeM: spring cleanup	\$1,050.00
35450	407	ACE HARDWARE	6/12/17	Hardware, insecticide, hooks	\$21.97
0	408	ALLIANCE BANK	6/12/17	Direct Deposit Fees May 2017	\$36.80
35451	409	ANTHEM BLUE CROSS BLUE	6/12/17	Health Insurance premiums- June 2017	\$12,931.78
35452	410	ANTHEM LIFE	6/12/17	Life Insurance premiums- June 2017	\$98.28
35453	411	BAKER & TAYLOR	6/12/17	Books, Continuations, AV, Auto. Yours	\$10,976.76
35454	412	BAKER & TAYLOR ENTERTAIN	6/12/17	DVDs	\$3,486.80
35455	413	BANK OF NEW YORK MELLON	6/12/17	2004 Bond Payment IMMS# 3108888400, Loan Account# JASLIBGOB04	\$161,772.50
35456	414	BLUETARP FINANCIAL, INC	6/12/17	Aluminum mesh strainer 3", ceiling tiles	\$80.31
35457	415	BUSINESS CARD	6/12/17	Vacuum bags, vacuum repair parts, batteries, rubber stamps, 3Doodler pen kits, facebook advertising, Management meeting expenses, Calligraphy program expenses, Summer Reading prizes, adult program expenses, B2B expenses, Scholastic Shopping expenses, postage, Budget Workshop expense, children's supplies	\$2,180.56
0	416	BILL HROMADA	6/9/17	Courier Mileage, 5/16/17-5/31/17 (Conf #535)	\$364.87
0	417	GREAT-WEST RETIREMENT S	6/9/17	Annuity Withheld 6/9/17payroll (Conf. #539)	\$1,035.00
0	418	INDIANA CHILD SUPPORT BU	6/9/17	Child Support Garnishment: Andrea Prescaro 6/9/2017 Payroll (Payment #1890320170608113134)	\$80.17
0	419	INDIANA DEPARTMENT OF RE	6/9/17	EFT-State & County Taxes w/held May 2017 Payrolls (Ref #82345)	\$5,965.66
0	420	INPRS fbo PERF	6/9/17	6/9/17 Payroll Contributions	\$6,433.62
0	421	IRS USA TAXPAYMENT	6/9/17	EFT-FICA & Federal Taxes w/held 6/9/17 (Ref #71387398)	\$12,231.35
0	422	NIPSCO	6/9/17	DeM: Dusk to Dawn Area Lighting electric service 4/20 - 5/18/17 (Conf #534)	\$15.30
0	423	SPRINT	6/9/17	Hotspot Data Service May 12 - June 11, 2017 (Conf #538)	\$419.88
0	424	TOWN OF DEMOTTE	6/9/17	DeM: Sewer & Water- May 2017 (conf# 537)	\$167.64
0	425	TOWN OF WHEATFIELD	6/9/17	Wh: Sewer- June 2017 (conf# 536)	\$56.65
35458	426	CAROLYNN DeVRIES	6/12/17	Mileage 5/9-5/23/17: ILF Conference, School Visits, Book Club meeting	\$97.37
35459	427	CULLIGAN WATER CONDITIO	6/12/17	Wh: Water Cooler Rental-June 2017, 5-gallon drinking water- 12	\$97.35
35460	428	DEBORAH KRISTOFF	6/12/17	Mileage 4/5-5/31/17: Branch Manager Counterparts meeting, Wheatfield Library- use internet for webinar due to internet being out at DeMotte Library, Database Committee meeting, Management meeting, Rensselaer Library- meeting with L. Poortenga, pick up 3Doodler pen kits	\$99.51
35461	429	DELTA DENTAL	6/12/17	Dental Insurance premiums- June 2017	\$564.49
35462	430	DEYOUNG PLUMB, HTG, & AIR	6/12/17	DeM & Wh: Back flow testing	\$225.00
35463	431	DONNA BARKO	6/12/17	Mileage 4/5-6/6/17: Bank deposits, Post Office, new employee orientation, Courthouse, transport	\$50.50
35464	432	EDWARD P. DUMAS	6/12/17	Legal Assistance: Real Estate Purchase, Rensselaer Friends of the Library 501c3 status	\$900.00
35465	433	ENA SERVICES LLC	6/12/17	Internet service for May 2017	\$1,635.53
35466	434	FAEGRE BAKER DANIELS LLP	6/12/17	Legal Assistance: Section 125 Plan	\$1,200.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35467	435	FINDAWAY WORLD, LLC	6/12/17	Playaway Views	\$339.97
35468	436	GALE/CENGAGE LEARNING	6/12/17	Legal Forms & Opposing Viewpoints database subscriptions 5/27/17-5/26/18	\$4,070.53
35469	437	GAYLORD BROS., INC.	6/12/17	Microfilm Reel Boxes	\$443.98
35470	438	GOODWIN FIRE EQUIPMENT, I	6/12/17	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	\$138.00
35471	439	GRAINGER	6/12/17	Replacement diffuser for light fixture	\$10.48
35472	440	HAMSTRA BUILDERS, INC.	6/12/17	Wh: repaired air handler; serviced MVA unit; installed intake hood & make up air unit intake blowers	\$884.27
35473	441	HP Products	6/12/17	Toilet paper, m-folds	\$276.28
35474	442	ICC Business Products	6/12/17	Chair mat	\$42.99
35475	443	INDIANA STATE LIBRARY	6/12/17	Info Express Delivery Services, 2 days/week	\$300.00
35476	444	INDIANA WASTE SERVICE	6/12/17	DeM: Trash Pick-up, June 2017	\$89.70
35477	445	INDIANA WILD	6/12/17	Summer Reading Presenter	\$565.00
35478	446	INFOGROUP	6/12/17	Continuations	\$620.00
35479	447	KANKAKEE VALLEY PUBLISHI	6/12/17	RCHS graduation ad	\$35.00
35480	448	KAPCO	6/12/17	Clear polyester repair tape, easy jacket	\$79.77
35481	449	KIM DELGER	6/12/17	Mileage 4/6-5/2/17: 10 Day Challenge meetings	\$47.08
35482	450	LINDA POORTENGA	6/12/17	Mileage 5/3-5/19/17: Laptop meeting, Chamber meeting, SJC meeting, B2B	\$70.09
35483	451	MIDWEST TAPE	6/12/17	DVDs, CDs, audiobook sleeves	\$841.61
35484	452	NETWISE RESOURCES	6/12/17	Wh: staff copier quarterly service agreement	\$219.01
35485	453	NICKOLE HACHLICA	6/12/17	Mileage 5/12/17: Summer Reading shopping	\$37.45
35486	454	NIPSCO	6/12/17	DeM & Wh: Gas & electric service	\$6,126.87
35487	455	NITCO	6/12/17	DeM: Local Phone & Fax Service June 2017	\$159.80
35488	456	PATTY STRINGFELLOW	6/12/17	Mileage 5/11-5/31/17: Management meeting, ISL Budget Workshop	\$118.24
35489	457	PEGGY MICHELIN	6/12/17	Mileage 3/10-6/6/17: AV shopping, AV returns, supply pickup	\$13.91
35490	458	PERRY WARREN	6/12/17	Summer Reading Program Presenter	\$750.00
35491	459	POST TRIBUNE	6/12/17	DeM: newspaper subscription Acct# 44365252	\$260.00
35492	460	PRECISION CONTROL SYSTE	6/12/17	Rens: Chiller not running, bad connection on comfort link carrier control, fixed connection, chiller now running, took jumper off DMS start, tech needs to fix computer	\$774.50
35493	461	QUALITY LOGO PRODUCTS, I	6/12/17	Summer Reading Jacob's Ladders	\$1,166.42
35494	462	RACHEL KUHN	6/12/17	Mileage 5/3/17: Makerspace Counterparts meeting	\$23.54
35495	463	RENSSELAER LAUNDRY ROO	6/12/17	Laundry	\$20.00
35496	464	REPUBLIC SERVICES #715	6/12/17	Wh: Trash Service- June 2017	\$100.69
35497	465	ROEING CORPORATION	6/12/17	Apple USB power adapter, Dock connector to USB cable	\$34.00
35498	466	SHOPKO STORES OPERATIN	6/12/17	Plastic container, contact paper	\$17.98
35499	467	STEVE WHITED	6/12/17	Appraisal of property located at: 220 10th St. SW, DeMotte, IN 46310	\$350.00
35500	468	SVT, LLC	6/12/17	Ladies Tea expenses, children's program expenses, Charlie Halleck program expenses	\$176.47
35501	469	SUNRISE PACKAGING INC.	6/12/17	Audiobook cases	\$375.58
35502	470	THE LIBRARY CORPORATION	6/12/17	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2017- Aug. 2018; Reports Manager Renewal July 2017-June 2018: NCIP software renewal Jul 2017-Jun 2018	\$29,989.00
35503	471	TRUGREEN PROCESSING CE	6/12/17	DeM: Insect & Disease Control service, Lawn Fertilization service; Wh: Lawn Fertilization service; Rens: Lawn Fertilization service	\$354.95
35504	472	VISION SERVICE PLAN	6/12/17	Vision Insurance Premiums- June 2017	\$226.67
35505	473	WAL-MART COMMUNITY/RFC	6/12/17	Ladies Tea expenses, Tuesday Movie program expenses, DVDs, Spectacular Sunday program expenses, paint, mulch, Calligraphy program expenses, Summer Reading prizes, children's supplies	\$453.98

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35506	474	YVONNE DEL VECCHIO	6/12/17	Mileage 3/1-4/26/17: Walking Books, Book Club, deliver newsletter	\$49.54
35507	475	ZIESE PLUMBING, HEATING, &	6/12/17	DeM: replace toilet flanges for the main floor restrooms	\$814.00
35508	476	ALLSTATE SIGN & PLAQUE C	6/12/17	No Smoking signage - DeM	\$22.50
35509	477	CARDINAL OFFICE PRODUCT	6/12/17	DeM: Staff Copier Maintenance 1/21/17-4/21/17	\$854.53
35510	478	CENTURYLINK	6/12/17	Rens: Local Phone & Fax Service- June 2017	\$419.94
35511	479	DELL MARKETING L.P.	6/12/17	Toner	\$263.13
35512	480	DEMCO	6/12/17	Clear polypropylene tape, subject classification labels	\$113.36
35513	481	KIRBY RISK CORPORATION	6/12/17	Light fixture	\$72.99
35514	482	OFFICE DEPOT	6/12/17	Rubberbands, copy paper, binders, mechanical pencil lead, masking tape, construction paper, color copy paper, label tape, contact paper, dish soap, tape, glue sticks	\$347.02
35515	483	OLLIS BOOK CORPORATION	6/12/17	Books	\$653.03
35516	484	QUILL CORPORATION	6/12/17	Binders, toner, CD/DVD file folders, divider tabs, name tag, double-sided tape, labels, clorox wipes, construction paper, folders	\$417.67
35517	485	RACHAEL CAVINDER	6/12/17	Mileage 5/5-6/5/17: ILF meeting, Scholastic shopping, Processing meeting	\$66.34
35518	486	S & S WORLDWIDE, INC	6/12/17	K'nex building set	\$39.99
35519	487	UNIQUE MANAGEMENT SERVI	6/12/17	Collections: Initial/Secondary Placements- May 2017	\$80.55
0	488	PAYROLL	6/23/17	PAYROLL	\$52,887.01
0	489	AFLAC	6/23/17	Supplemental Insurance June 2017 (Conf. #543)	\$701.88
0	490	BILL HROMADA	6/23/17	Courier Mileage, 6/1/17-6/15/17 (Conf #545)	\$66.34
0	491	CENTURYLINK	6/23/17	WH: Local Phone Service June 2017 (Conf. # 542)	\$94.22
0	492	CENTURYLINK	6/23/17	WH: Fax Service June 2017 (Conf. # 541)	\$36.11
0	493	CENTURYLINK	6/23/17	Long distance phone service- May 2017 (Conf #540)	\$1.92
0	494	CITY OF RENSSELAER	6/23/17	RENS: Utilities 5/9/2017 - 6/9/17 (Conf. #544)	\$4,880.88
0	495	GREAT-WEST RETIREMENT S	6/23/17	Annuity Withheld 6/23/17payroll (Conf. #539)	\$1,035.00
0	496	INDIANA CHILD SUPPORT BU	6/23/17	Child Support Garnishment: Andrea Prescaro 6/23/2017 Payroll (Payment #1890320170621151007)	\$80.17
0	497	INPRS fbo PERF	6/23/17	6/23/17 Payroll Contributions	\$6,410.76
0	498	IRS USA TAXPAYMENT	6/23/17	EFT-FICA & Federal Taxes w/held 6/23/17 (Ref #70849128)	\$12,080.73
0	499	JASPER COUNTY ABSTRACT	6/30/17	Purchase of DeVries property located at 220 10th Street SW, DeMotte, Indiana, 46310; Title Company Fees	\$113,759.72
0	500	ALLIANCE BANK	6/30/17	Wire Transfer Fee	\$20.00
0	501	SPARKPAY	6/30/17	Merchant Processing Fees- June 2017	\$20.07

F4d

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$525,076.39

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, July 05, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$525,076.39

Date this 10th day of July, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2017

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,512.70	\$13,766.94
DeMotte	\$747.81	\$4,683.05		
Rensselaer	\$921.21	\$5,337.45		
Wheatfield	\$843.68	\$3,746.44		
PHOTOCOPIES:			\$742.45	\$4,973.41
DeMotte	\$249.60	\$1,762.54		
Rensselaer	\$315.70	\$2,205.12		
Wheatfield	\$177.15	\$1,005.75		
INTEREST (Checking, Repurchase, CDs):.....			\$66.93	\$307.67
TAXES:			\$407,384.50	\$1,190,222.10
Property Tax	\$267,020.10	\$645,859.80		
LOIT	\$17,903.58	\$107,421.48		
License Excise Tax	\$51,820.11	\$51,820.11		
Financial Institution Tax	\$1,488.12	\$1,488.12		
CVET(Commercial Vehicle Excise)	\$6,256.59	\$6,256.59		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$377,376.00		
TAXABLE SALES:-.....			\$9.08	\$34.94
REFUNDS:			\$708.97	\$29,119.92
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$150.00	\$1,400.00		
Reimbursement	\$558.97	\$947.32		
Fixed Asset Sales	\$0.00	\$75.00		
Miscellaneous Receipts	\$0.00	(\$94.40)		
Interfund Transfer	\$0.00	\$26,792.00		
TOTAL OPERATING FUND RECEIPTS.....			\$411,424.63	\$1,238,424.98
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$600.00	\$10,313.90
DeMotte	\$200.00	\$3,126.98		
Rensselaer	\$300.00	\$4,239.95		
Wheatfield	\$100.00	\$2,946.97		
LIB. IMPROV. RESERVE FUND:			\$14.91	\$90.45
Interest Earned	\$14.91	\$90.45		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$65,885.94	\$144,513.06
Property Tax	\$55,419.26	\$134,046.38		
License Excise Tax	\$9,105.78	\$9,105.78		
Financial Institution Tax	\$261.49	\$261.49		
CVET(Commercial Vehicle Excise)	\$1,099.41	\$1,099.41		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$1,595.58	\$3,327.79
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$1,595.58	\$3,327.79		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$16,333.34
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$11.14	\$122.75
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$479,532.20	\$1,413,126.27

F56

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,514.06	\$47,172.08
FICA Collected	\$7,899.01	\$44,752.58
State Tax Collected	\$3,576.92	\$20,384.92
County Tax Collected	\$2,760.67	\$15,592.41
Deferred Comp Plan	\$2,070.00	\$12,060.00
Pre-tax Insurance Plans	\$3,713.64	\$21,418.83
Life Insurance	\$181.34	\$1,089.04
INPRS	\$3,258.69	\$18,478.53
Garnishments	\$160.34	\$881.87
Credit Union	\$0.00	\$0.00

\$32,134.67

\$181,830.26

TOTAL RECEIPTS - ALL FUNDS.....

\$511,666.87

\$1,594,956.53

Voucher List

Jasper County Public Library

Report Date: From 7/1/17 To 7/10/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35520	502	AARON'S LAWN CARE	7/10/17	Mowing & edging	\$1,165.00
35521	503	ACE HARDWARE	7/10/17	Steel nails	\$1.99
35522	504	AFFORDABLE ALTERNATIVES	7/10/17	7 day loan labels	\$237.53
35523	505	ANTHEM BLUE CROSS BLUE	7/10/17	Health Insurance premiums- July 2017	\$12,931.78
35524	506	ANTHEM LIFE	7/10/17	Life Insurance premiums- July 2017	\$98.28
35525	507	BLUETARP FINANCIAL, INC	7/10/17	Blue masking tape	\$5.99
35526	508	CROWN POINT COMMUNITY L	7/10/17	Lost SRCS item# 30456101024741	\$29.50
35527	509	DELTA DENTAL	7/10/17	Dental Insurance premiums- July 2017	\$564.49
35528	510	DEMCO	7/10/17	Book pockets, clear polypropylene tape, buffing pads, countertop literature holders, anti-static spray	\$239.38
35529	511	EBSCO INFORMATION SERVI	7/10/17	Database Renewals 5/1/17-4/30/18 (Automotive Repair Reference Center & Small Business Reference Center); 2/1/17-3/31/18 (Job and Career Accelerator)	\$4,585.00
35530	512	EDWARD P. DUMAS	7/10/17	Legal Assistance: Real Estate Purchase	\$1,604.05
35531	513	ENA SERVICES LLC	7/10/17	Internet service for June 2017	\$1,636.50
35532	514	FAEGRE BAKER DANIELS LLP	7/10/17	Legal Assistance: Policy Matters	\$129.00
35533	515	GREY HOUSE PUBLISHING	7/10/17	Books	\$332.05
35534	516	INDIANA DEPT. OF WORKFOR	7/10/17	2nd Quarter 2017 Unemployment Compensation Pymt	\$1,054.50
35535	517	JASPER COUNTY CES ED. FU	7/10/17	Community Leadership Program registrations: E. Bristol, D. Kristoff	\$600.00
35536	518	KAPCO	7/10/17	Polyester repair tape	\$59.77
35537	519	KIM DELGER	7/10/17	Mileage 6/2/17: 10 day challenge meeting	\$23.54
35538	520	KV POST NEWS	7/10/17	Rens & Wh: Newspaper subscription	\$126.00
35539	521	LINDA POORTENGA	7/10/17	Mileage 6/6-6/16/17: Volunteer Program, Quantum Leap meeting, Walking Books, Chamber meeting, B2B	\$86.14
35540	522	LINDA THOMPSON	7/10/17	Mileage 6/12-6/13/17: Transport	\$10.70
35541	523	MAGAZINE SUBSCRIPTION SE	7/10/17	Annual September - December Magazine Subscription Renewals	\$5,047.28
35542	524	MIDWEST COLLABORATIVE F	7/10/17	Online Database Renewals (Ancestry Library, HeritageQuest, Tumblebooks) 7/1/17-6/30/18; MCLS Annual Membership Fee (7/1/17-6/30/18)	\$3,730.60
35543	525	NICHE ACADEMY	7/10/17	Niche Academy database annual subscription renewal	\$1,260.00
35544	526	NIPSCO	7/10/17	Gas & electric service	\$6,237.57
35545	527	NITCO	7/10/17	DeM: Local Phone & Fax Service July 2017	\$162.00
35546	528	OLLIS BOOK CORPORATION	7/10/17	Books	\$394.58
35547	529	OVERDRIVE, INC.	7/10/17	Digipalooza 2017 registrations: D. Kristoff, L. Poortenga	\$398.00
35548	530	PATTY STRINGFELLOW	7/10/17	Mileage 6/9-6/16/17: Transport, MCLS Community Conversation meeting	\$116.10
35549	531	POSTMASTER	7/10/17	Stamps	\$171.20
35550	532	PRECISION CONTROL SYSTE	7/10/17	2nd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2017); Rens: parts for contract maintenance; DeM: parts for contract maintenance; VAV10 area overheating, checked control & power voltage to actuator, found faulty HW actuator, installed new actuator & checked operations	\$3,271.03
35551	533	RAYANN GILMORE	7/10/17	Mileage 2/16-6/27/17: Management meeting, pickup Ash tree treatment, test hotspot, pickup supplies, Post Office, Budget workshop, order light fixture, pick up light fixture, transport, bank deposit, Gateway workshop	\$141.08
35552	534	RENSSELAER ROTARY CLUB	7/10/17	May & June 2017 dues & meals	\$120.00
35553	535	REPUBLIC SERVICES #715	7/10/17	Wh: Trash Service- July 2017	\$100.69
35554	536	RMC IMAGING, INC	7/10/17	Annual Maintenance ST-200 Scanner & Companion Scanner, 7/29/17-7/28/18	\$828.75

FL05

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35555	537	ROEING CORPORATION	7/10/17	Tech Maintenance Support - 3rd Installment 2017	\$7,500.00
35556	538	TRUGREEN PROCESSING CE	7/10/17	Wh: Grub control treatment, lawn fertilization, ornamental bed weed control treatment; DeM: Grub control treatment, lawn fertilization; Rens: Grub control treatment, lawn fertilization	\$851.40
35557	539	ULINE	7/10/17	Filament tape	\$77.25
35558	540	VISION SERVICE PLAN	7/10/17	Vision Insurance Premiums- July 2017	\$226.67
35559	541	WAL-MART COMMUNITY/SYN	7/10/17	Summer Reading prizes & supplies, cleaning supplies, light bulbs, Preen, staff anniversary card, rabbit repellent spray, SD card, children's supplies, Cook the Book program supplies, Movie program supplies, smoke alarm, DVDs	\$366.93
35560	542	WHEATFIELD CHAMBER OF C	7/10/17	Wh: Chamber Membership Dues 2017-2018	\$100.00
35561	543	YVONNE DEL VECCHIO	7/10/17	Mileage 5/10-6/7/17: Walking books, Book Club, deliver newsletters	\$56.18
0	544	PAYROLL	7/10/17	PAYROLL	\$51,119.20
0	545	BILL HROMADA	7/10/17	Courier Mileage, 6/16/17-6/30/17 (Conf #549)	\$331.70
0	546	GREAT-WEST RETIREMENT S	7/10/17	Annuity Withheld 7/10/17payroll (Conf. #551)	\$1,035.00
0	547	INDIANA CHILD SUPPORT BU	7/10/17	Child Support Garnishment: Andrea Prescaro 7/10/2017 Payroll (Payment #1890320170706165039)	\$80.17
0	548	INDIANA DEPARTMENT OF RE	7/10/17	EFT-State & County Taxes w/held June 2017 Payrolls (Ref #66503)	\$6,337.59
0	549	INPRS fbo PERF	7/10/17	7/10/17 Payroll Contributions	\$6,145.43
0	550	IRS USA TAXPAYMENT	7/10/17	EFT-FICA & Federal Taxes w/held 7/10/17 (Ref #10919238)	\$11,584.75
0	551	SPRINT	7/10/17	Hotspot Data Service June 12 - July 11, 2017 (Conf #546)	\$419.88
0	552	TOWN OF DEMOTTE	7/10/17	DeM: Sewer & Water- June 2017 (conf# 548)	\$167.64
0	553	TOWN OF WHEATFIELD	7/10/17	Wh: Sewer- July 2017 (conf# 550)	\$56.65
0	554	ALLIANCE BANK	7/10/17	Direct Deposit Fees June 2017	\$76.90
35562	555	BUSINESS CARD	7/10/17	Background check, children's supplies, elevator keys, Gateway Workshop expenses, door handle, B2B expenses, MCLS Community Engagement Roundtable expenses	\$164.92
35563	556	BAKER & TAYLOR	7/10/17	Books, Continuations, AV, Auto. Yours	\$10,823.51
35564	557	BAKER & TAYLOR ENTERTAIN	7/10/17	DVDS, CDs	\$2,920.49
35565	558	BRODART CO.	7/10/17	Subject classification labels	\$14.07
35566	559	CULLIGAN WATER CONDITIO	7/10/17	Wh: Water Cooler Rental-July 2017	\$11.95
35567	560	DEMOTTE DECORATIVE STO	7/10/17	Wh: 7 yds gold mulch, 4 tons river rock	\$479.00
35568	561	HAMSTRA BUILDERS, INC.	7/10/17	Wh: 2017 HVAC Service Contract	\$1,150.00
35569	562	HP Products	7/10/17	Trash bags, m-folds, toilet paper, paper towel rolls, glass cleaner, enmotion paper towels	\$602.88
35570	563	INDIANA LIBRARY FEDERATIO	7/10/17	CYPD Conference registrations- J. Wilma, K. Hausenfleck, N. Hachlica, R. Cavinder	\$1,000.00
35571	564	INDIANA STATE LIBRARY	7/10/17	Difference is You Conference registraions- S. Maxwell, D. Kristoff, S. Belt	\$75.00
35572	565	INDIANA WASTE SERVICE	7/10/17	DeM: Trash Pick-up, July 2017	\$89.70
35573	566	KANKAKEE VALLEY PUBLISHI	7/10/17	KVHS Graduation ad, Best of the Best Thank you ad, legal ad for additional appropriation	\$162.20
35574	567	KONE, INC.	7/10/17	DeM: Elevator maintenance agreement 7/1/17-9/30/17	\$429.84
35575	568	MIDWEST TAPE	7/10/17	DVDs, CDs	\$620.98
35576	569	OFFICE DEPOT	7/10/17	flash drive	\$7.03
35577	570	OSBY WATER CONDITIONING	7/10/17	Wh. Water softener chemicals	\$190.00
35578	571	QUILL CORPORATION	7/10/17	Tape, construction paper, sticky notes, utility knife, CD/DVD file folders, lysol spray, wd40, typewriter ribbon, labels	\$218.67
35579	572	ROSEN PUBLISHING	7/10/17	Books	\$1,588.25
35580	573	SCHOLASTIC LIBRARY	7/10/17	Books	\$539.33
35581	574	SVT, LLC	7/10/17	Management Meeting expenses	\$30.64

Printed on Monday, July 10, 2017

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35582	575	UNIQUE MANAGEMENT SERVI	7/10/17	Collections: Initial/Secondary Placements- June 2017	\$152.15
Total Amount of Claims					\$155,304.02

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 10, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$155,304.02

Date this 10th day of July, 20 17.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Budget Committee Meeting
Friday, July 28, 2017 9am
Rensselaer Public Library

Review of 2018 Budget Recommendations

Aug

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 14, 2017, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of July Board Meeting
Bills/Financial Reports
Policy Review (R 10 & R 25)
Resolution to Continue in the
Public Library Internet Consortium (R 25)

General Business

Annual Report of Webmaster (R 25)	Information
2018 Budget (R 15, R 18, & R 25)	Action
Water/Sewer Service, DeMotte Library (R 26)	Action
Permission to Send Charlie Halleck Reel to Reel & Cassette Tapes Offsite for Conversion (R 26)	Action
Library Telephones – Equipment/Service (R 26)	Information

Director's Report (R 25-R 31)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

July 10, 2017
Rensselaer Library

Present: Jody Melton, Mark Heinig, Janet Umlauf, Natalie Waling, Kristie Housman, Kevin Kaluf, Rayann Gilmore

Absent: Janelle Harper, Patricia Stringfellow

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Patron Tasks and Devices Policy revisions, and a workshop request to send two staff to Purdue Extension's Community Leadership Program were approved as presented on a motion by M. Heinig, seconded by J. Umlauf. Motion passed.

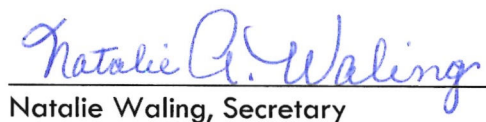
Oath of Office- Kristie Housman: K. Housman took her oath of office. She has been appointed to our Board by the Rensselaer Central School Board.

Hotspot Check-Out: The Library began circulating hotspots on May 1, and the service is very popular. Currently the late fee is \$1 per day. Borrowers do not seem to be daunted by the \$1 per day late fee. We are able to deactivate the hotspots if patrons do not return them by the due date, but more importantly we need patrons to bring them back to the library right away so that another patron may check them out, and patrons sometimes do not bring them back in a timely manner. We recommend raising the late fee from \$1 per day to \$5 per day to encourage more timely return and that the patron card be stopped until they return this popular item. J. Umlauf moved that the late fee for hotspots be changed to \$5 per day and the patron's card be blocked until the hotspot is returned, seconded by N. Waling. Motion passed.

Director's Report: We closed on the DeVries property on July 3, 2017. The property has been added to the library's insurance policy. The gas & electric service and trash pick-up have been turned off. We are in the process of turning off the water & sewer service and setting up mowing at the property.

P. Stringfellow has been invited to speak on the topic of Employment Practices and Workers Rights at the New Director Workshop at the Indiana State Library on August 15. She has accepted the invitation to present and looks forward to the opportunity. The Board feels this is a great accomplishment!

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:20 PM, seconded by K. Kaluf.


Natalie Waling, Secretary


Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE
July 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	15	0	0	15
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	30	3	0	33
Blu-Ray (DBR)	223	2	1	226
Books on CD (DBKCD)	124	6	4	134
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	104	2	0	106
Digital Audiobooks (DDA)	47	0	2	49
DVD (DDVD)	1452	37	20	1509
Equipment (DEQP)	16	0	0	16
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	22	0	0	22
Fiction (DFIC)	592	27	9	628
Fiction Fantasy (DFICF)	12	0	1	13
Fiction Mystery (DFICM)	98	7	0	105
Fiction New (DFICNEW)	461	23	14	498
Fiction Science Fiction (DFICSF)	9	0	0	9
Fiction Western (DFICW)	11	1	0	12
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	116	1	2	119
Hanging Bags (DHANG)	8	0	0	8
ILL (DILL)	27	1	1	29
Internet (DINTER)	575	0	0	575
Juv. Audio book (DJAUDB)	27	2	0	29
Juv. Biography (DJBIO)	7	0	0	7
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	21	0	0	21
Juvenile Easy (DJE)	967	4	14	985
Juv. Easy Non-fiction (DJENF)	75	0	0	75
Juv. Easy Reader (DJER)	368	2	7	377
Juv. Fiction (DJFIC)	576	11	3	590
Juv. Holiday books (DJHOL)	65	0	0	65
Juv. Magazine (DJMAG)	26	0	0	26
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	249	1	0	250
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	1	0	0	1
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	203	0	0	203

Large Print Fiction (DLPF)	191	21	11	223
Large Print Nonfic (DLPNF)	19	1	0	20
Magazine (DMAG)	424	3	12	439
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	0	0	6
Nonfiction 100 (DNF100)	15	2	7	24
Nonfiction 200 (DNF200)	18	0	1	19
Nonfiction 300 (DNF300)	30	3	1	34
Nonfiction 400 (DNF400)	4	1	0	5
Nonfiction 500 (DNF500)	40	1	0	41
Nonfiction 600 (DNF600)	103	11	4	118
Nonfiction 700 (DNF700)	26	1	0	27
Nonfiction 800 (DNF800)	10	1	0	11
Nonfiction 900 (DNF900)	46	2	2	50
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	65	0	1	66
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	75	4	11	90
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	2	0	0	2
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR)	2	119	1	122
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	6	0	0	6
YA Biography (DYAB)	4	0	0	4
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	168	6	3	177
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	18	0	0	18
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	8	0	0	8
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	20	1	23
Blu-Ray (RBR)	4	346	1	351
Books on CD (RBKCD)	7	81	1	89
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	0	230	1	231
Digital Audiobooks (RDA)	3	20	5	28
DVD (RDVD)	16	2670	10	2696
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	23	0	23
Fiction (RFIC)	19	506	20	545
Fiction New (RFICNEW)	12	362	8	382
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	7	0	7
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	142	2	144
Hanging Bag (RHANG)	0	12	0	12
ILL (RILL)	0	14	0	14
Internet (RINTER)	0	705	0	705
Juv. Audio book (RJAUDB)	5	42	0	47
Juv. Biography (RJBIO)	0	13	0	13
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	28	0	29
Juvenile Easy (RJE)	5	366	0	371
Juv. Easy Non-fiction (RJENF)	0	43	2	45
Juv. Easy Reader (RJER)	25	316	1	342
Juv. Fiction (RJFIC)	21	368	4	393
Juv. Magazine (RJMAG)	0	25	0	25
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	3	195	0	198
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	118	0	118
Large Print Fiction (RLPF)	16	279	3	298
Large Print Nonfic (RLPNF)	0	5	0	5
Magazine (RMAG)	0	375	2	377
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	3	0	3
Non-Fiction 100 (RNF100)	1	24	2	27
Non-Fiction 200 (RNF200)	0	23	0	23
Non-Fiction 300 (RNF300)	3	52	0	55
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	1	13	1	15
Non-Fiction 600 (RNF600)	21	145	5	171
Non-Fiction 700 (RNF700)	3	59	0	62
Non-Fiction 800 (RNF800)	0	10	0	10
Non-Fiction 900 (RNF900)	4	42	3	49
Nonfiction Blu-Ray (RNFBFR)	0	7	0	7
Nonfiction DVD (RNFDVD)	2	136	1	139
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	14	129	7	150
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	7	0	7
SRCS (SRCS) DeMotte	33	3	1	37

SRCS (From other libraries ILL-SR)	0	0	0	0
SRCS (SRCSW) Wheatfield	3	3	33	39
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	0	12	0	12
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	99	5	109
YA Music CD (RYACD)	1	43	5	49
YA Nonfiction (RYANF)	0	15	0	15
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	0	9	11
Blu-Ray (WBR)	2	1	238	241
Books on CD (WBKCD)	19	6	131	156
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	6	5	71	82
Digital Audiobooks (WDA)	0	0	23	23
DVD (WDVD)	14	22	2071	2107
Equipment (WEQP)	0	0	7	7
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	21	21
Fiction (WFIC)	53	24	246	323
Fiction Fantasy (WFICF)	0	0	6	6
Fiction Mystery (WFICM)	3	3	55	61
Fiction New (WFICNEW)	27	12	165	204
Fiction Science Fiction (WFICSF)	0	1	7	8
Fiction Western (WFICW)	0	1	3	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	0	53	56
Hanging Bags (WHANG)	0	1	6	7
ILL (WILL)	1	0	26	27
Internet (WINTER)	0	0	293	293
Juv. Audio book (WJAUSB)	1	2	25	28
Juv. Biography (WJBIO)	0	0	8	8
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	2	2
Juvenile Easy (WJE)	5	4	398	407
Juv. Easy Non-fiction (WJENF)	0	0	37	37
Juv. Easy Reader (WJER)	10	5	269	284
Juv. Fiction (WJFIC)	45	9	356	410
Juv. Magazine (WJMAG)	0	0	4	4
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	4	3	106	113
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	1	159	162
Large Print Fiction (WLPF)	26	19	154	199
Large Print Nonfic (WLPNF)	0	0	11	11

Magazine (WMAG)	5	0	255	260
Non-Fiction 000 (WNF000)	0	1	1	2
Non-Fiction 100 (WNF100)	0	1	8	9
Non-Fiction 200 (WNF200)	2	0	8	10
Non-Fiction 300 (WNF300)	5	1	12	18
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	0	0	2	2
Non-Fiction 600 (WNF600)	4	5	53	62
Non-Fiction 700 (WNF700)	0	2	24	26
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	1	4	20	25
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	3	3	140	146
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	6	2	54	62
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	3	4	7
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	12	9	176	197
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	1	2	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8316	8608	5982	22906

CIRCULATION BY HOLDINGS CODE
July 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	15	0	0	15
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	34	23	10	67

Blu-Ray (BR)	232	356	240	828
Books on CD (BKCD)	150	93	136	379
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	110	237	72	419
Digital Audiobooks (DA)	50	20	30	100
DVD (DVD)	1482	2729	2101	6312
Equipment (EQP)	16	6	7	29
See librarian (ERR)	0	0	0	0
Express Book (EXP)	22	23	21	66
Fiction (FIC)	664	557	275	1496
Fiction Fantasy (FICF)	12	0	7	19
Fiction Mystery (FICM)	101	10	55	166
Fiction New (FICNEW)	500	397	187	1084
Fiction Science Fiction (FICSF)	9	1	7	17
Fiction Western (FICW)	11	2	3	16
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	7	0	7
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	119	143	57	319
Hanging Bags (HANG)	8	13	6	27
ILL (ILL)	28	15	27	70
Internet (INTR)	575	705	293	1573
Juv. Audio book (JAUDB)	33	46	25	104
Juv. Biography (JBIO)	7	13	8	28
Juv. Book on CD (JBKD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	22	28	2	52
Juvenile Easy (JE)	977	374	412	1763
Juv. Easy Non-Fiction (JENF)	75	43	39	157
Juv. Easy Reader (JER)	403	323	277	1003
Juv. Fiction (JFIC)	642	388	363	1393
Juv. Holiday (JHOL)	65	0	0	65
Juv. Magazine (JMAG)	26	25	4	55
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	256	199	106	561
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	1	0	0	1
Juv. Reference (JREF)	0	2	0	2
Juv. Toddler (JTOD)	205	119	159	483
Large Print Fiction (LPF)	233	319	168	720
Large Print Nonfic (LPNF)	19	6	11	36
Magazine (MAG)	429	378	269	1076
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	4	1	11
Non-Fiction 100 (NF100)	16	27	17	60
Non-Fiction 200 (NF200)	20	23	9	52
Non-Fiction 300 (NF300)	38	56	13	107
Non-Fiction 400 (NF400)	4	2	0	6
Non-Fiction 500 (NF500)	41	14	3	58
Non-Fiction 600 (NF600)	128	161	62	351
Non-Fiction 700 (NF700)	29	62	24	115
Non-Fiction 800 (NF800)	10	11	3	24
Non-Fiction 900 (NF900)	51	48	25	124
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	70	139	142	351
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	95	135	72	302
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	1	0	4
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	71	118	96	285
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	1	1	13
Software (SWAR)	2	7	0	9
SRCS (SRCS) DeMotte	33	3	1	37
SRCS (From other libraries III-SRC	2	119	1	122
SRCS (SRCSW) Wheatfield	3	3	33	39
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	6	12	0	18
YA Biography (YAB)	4	1	0	5
YA Books on CD (YABKCD)	0	3	4	7
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	185	114	184	483
YA Music CD (YACD)	1	43	5	49
YA Nonfiction (YANF)	19	16	2	37
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	8	0	0	8
				0
Free reads	270	191	89	550
Games/Puzzles	43	12	0	55
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8700	8928	6164	23792

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1830	1500	812	4142
Nonfiction	604	709	374	1687
CHILDREN'S BOOKS				
Fiction	2242	1204	1211	4657
Nonfiction	404	257	153	814
YA BOOKS				
Fiction	304	257	241	802
Nonfiction	23	17	2	42
Magazines, Adult	429	385	269	1083
Magazines, Children	26	25	4	55
Sound Recordings, adult	316	365	242	923
Sound Recordings, ch	64	130	38	232
Online databases	0	0	0	0
Software	2	7	0	9

SRCS	38	125	35	198
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1784	3224	2483	7491
Equipment	16	6	7	29
Total	8082	8211	5871	22164
A-V Circulation	2166	3726	2763	8655
A-V Circulation as % of total	26.8%	45.4%	47.1%	39.0%

July 2017

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Total Circ.
XX										
ADULT BOOKS										
Fiction	161	8	1,830	112	2	1,500	92	0	812	4,142
Nonfiction	42	2	604	74	188	709	34	1	374	1,687
CHILDREN'S BKS										
Fiction	94	0	2,242	52	163	1,204	24	6	1,211	4,657
Nonfiction	83	0	404	16	235	257	3	1	153	814
YA BOOKS										
Fiction	10	0	304	19	6	257	12	0	241	802
Nonfiction	14	0	23	1	27	17	0	1	2	42
Magazines,Adult			429			385			269	1,083
Magazines, Child			26			25			4	55
Games, Toys										0
Sound Rec/Adult	26	3	316	54	2	365	58	23	242	923
Sound Rec/Child	15	0	64	23	0	130	3	6	38	232
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	2	0	0	7	0	0	0	9
SRCS			38			125			35	198
Vertical Files	0	0	0	0	0	0	0	0	0	0
VHS/DVD/BluRay	118	3	1,784	254	234	3,224	88	43	2,483	7,491
Equipment			16			6			7	29
TOTAL	563	16	8,082	605	857	8,211	314	81	5,871	22,164

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	80,573	74,327	59,461
Circulation Increase/Decrease	3.2%	-12.7%	0.6%

MONTHLY SYSTEM STATISTICS	2016	2017	% change
Current month's Circulation	23,078	22,164	-4.0%
Jan. to date circulation	156,552	155,747	-0.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
22,445	22,598	15,930	16,040	15,432	15,524
18,529	18,569	19,656	19,542	9,657	9,690
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
16,344	16,438	13,641	13,530	12,976	12,994
8,909	8,992	6,765	6,546	6,749	6,751
					Fiction
					Nonfiction
					YA BOOKS
2,387	2,397	3,243	3,256	3,062	3,074
598	612	408	382	268	267
					Fiction
				2	Nonfiction
					2 Magazines,Adult
					0 Magazines, Child
0	0	0	0	0	0 Games, Toys
3,856	3,879	125	177	4,392	4,427
675	690	4,368	4,391	932	929
20	20	646	646	16	Sound Rec/Adult
209	209	17	17	-11	Sound Rec/Child
					16 Online Databases
					-11 Software
					SRCS
106	106				Vertical Files
5,830	5,945	9,638	9,658	5,696	5,741
118	118	142	142	57	VHS/DVD/Blu-ray
80,026	80,573	74,579	74,327	59,228	59,461
					Equipment
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

July 2017

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	232	50	156	34	270	59	658	143
LOCAL HISTORY								
In person	3	1	7	2	0	0	10	3
Letters written	2	2	9	9	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	575	24	705	29	293	12	1573	66
Internet use-Wireless	1922		2232		837		4991	
Computer software used	0	0	0	0	0	0	0	0
VCR Use	0	0	0	0	0	0	0	0
Microforms	5	1	12	2	0	0	17	2
CD ROM/Online databases	0	0	0	0	0	0	0	0
Public FAX24	21		13		14		48	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	15	5	7	2	23	8
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	31		3		2		36	
Outreach activities	49	49	19	13		0	68	45
Notarized documents	12	3	10	3	1	0	23	6
Meeting Room Use (no. of group	46	15	48	16	62	21	156	52
Study room use	46	4	51	4	56	5	153	13
Proctoring	1	1	2	1	1	1	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1684	
IN-HOUSE USE ITEMS	676		453		80		1209	
SELF-CHECKOUT USE	209		697		204		1110	
INTERLIBRARY LOANS								
Requests made for:							237	59
Items rec'd for:							284	142
Items requested by other libraries							98	
Items supplied to other libraries							98	49

REGISTRATIONS

Total Borrowers	7730	8556	4921	21207
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	295	486	129	910
Number of New Patrons Added	45	31	22	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	4	24	7	42	8	48	19	114
Number attending	138		143		152		433	
YA Programs (14-17)	3	18	2	12	4	24	9	54
Number attending	52		27		46		125	
Adult Programs	9	54	5	30	4	24	18	108
Number attending	100		61		35		196	
Senior Citizen Programs	12	72	2	12	2	12	16	96
Number attending	46		20		20		86	
Total Number of Programs	28	168	17	102	18	108	63	378
Total Persons Attending	336		251		253		840	
Total Attending Same Month Last Yr.	332		323		230		885	
Total Staff Hours Spent		318		219		207		978
Total Number of In-House Program	23		14		16		53	
Total Attendance	309		192		237		738	
Total Number of Outreach Program	5		3		2		10	
Total Attendance	27		59		16		102	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4829	60.0%	5569	68.7%	4020	69.6%	14418	65.7%
Corporate	3	0.0%	49	0.6%	0	0.0%	52	0.2%
Juvenile 0-11	95	1.2%	21	0.3%	27	0.5%	143	0.7%
Juvenile-AV	1053	13.1%	987	12.2%	810	14.0%	2850	13.0%
Nonresident No Fee	0	0.0%	0	0.0%	15	0.3%	15	0.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	152	1.9%	244	3.0%	136	2.4%	532	2.4%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	66	0.8%	58	0.7%	0	0.0%	124	0.6%
Reciprocal YA	0	0.0%	11	0.1%	0	0.0%	11	0.1%
Reciprocal YA AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	106	1.3%	0	0.0%	106	0.5%
Staff	1600	19.9%	579	7.1%	501	8.7%	2680	12.2%
Walking books	85	1.1%	134	1.7%	25	0.4%	244	1.1%
YA 12-17	12	0.1%	38	0.5%	8	0.1%	58	3.2%
YA-AV	159	2.0%	305	3.8%	236	4.1%	700	3.2%
Total	8054		8106		5778		21938	
All items borrowed by nonresidents	218	2.7%	318	3.9%	151	2.6%	687	3.1%

PUBLIC RECORDS POLICY

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
 - 1.1 The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
 - 1.2 Information relating to the status of any formal charges against the employee;
 - 1.3 Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a recordkeeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.
6. Library records which can be used to identify any library patron. Circulation records or other records identifying the names of library users with specific materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

A patron's address may be given to law enforcement officials when

- Staff have good reason to believe that a patron, who has left the library before law enforcement officials can arrive, is a serious threat to himself or others **and**
- No other way to identify the patron is available (such as auto license number or address in phone book)

Library records shall not be made available to any agency, group or individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

Upon receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such document is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Any costs incurred, as a result of such order, in a search through patron records, shall be borne by the agency, group or individual demanding the search.

Patron privacy is automatically waived in cases of suspected child abuse or neglect. An individual who has reason to believe that a child is a victim of child abuse or neglect is required to make a report to the Department of Child Services (DCS) or local law enforcement. Furthermore, if an individual is required to make a report in the individual's capacity as a member of the staff of a public institution/agency, the individual is required to immediately make the report and then notify the person in charge of the institution/agency that a report was made. ~~notify the person in charge of the institution/agency (in this case, the library director) or must notify the Business Manager in the Director's absence.~~ Reports may be made orally or in writing but must be made immediately to either DCS or local law enforcement. Currently, DCS operates a hotline that is staffed 24-hours a day for the purpose of receiving such reports of suspected child abuse or neglect. The phone number is 1-800-800-5556. Reports may also be made by calling the Jasper County DCS office. The phone number is 219-866-4186.

Disclosure of library circulation records will be made in the case of parents (biological, foster, step) or legal guardians, inquiring about the materials their children aged 17 or under have borrowed.

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
 - 7.1 To qualified researchers.

- 7.2 After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
- 7.3 After the death of persons specified at the time of the acquisition or deposit.

7/94; revised 8/17

	2014 Disbursed	2015 Disbursed	2016 Budget	2016 Disbursed full year	2017 Budget	2017 Disbursed 6/30/2017	2018 Proposed Budget	% of Total 2018 Budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	\$63,592	\$65,503	\$67,558	\$67,476	\$69,576	\$35,819	\$75,005	
1.12 Salary of Assistants	\$1,040,667	\$1,049,490	\$1,091,370	\$1,056,070	\$1,081,147	\$528,847	\$1,126,711	
1.13 Wages of Janitor	\$49,789	\$73,052	\$88,012	\$78,721	\$90,743	\$39,176	\$92,480	
1.2 Employee benefits								
1.21 Employer: FICA	\$85,760	\$88,346	\$95,391	\$89,148	\$94,972	\$44,753	\$99,006	
1.22 Unemployment Comp	\$3,621	\$3,434	\$3,517	\$6,678	\$7,013	\$3,149	\$4,523	
1.23 Employer: PERF	\$101,721	\$106,058	\$109,799	\$107,367	\$109,072	\$53,875	\$114,202	
1.24 Employer: Group Insur.	\$110,583	\$124,491	\$149,936	\$123,356	\$150,836	\$61,077	\$146,707	
1.3 Other personal services								
1.31 Other personal services	\$0							
Total Personal Services	\$1,455,732	\$1,510,374	\$1,605,583	\$1,528,815	\$1,603,359	\$766,697	\$1,658,634	60.6%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	\$368	\$455	\$600	\$86	\$600	\$228	\$600	
2.12 Stationery/printing	\$299	\$187	\$500	\$0	\$500	\$0	\$1,000	
2.13 Other office supplies	\$6,736	\$8,490	\$8,500	\$7,513	\$8,500	\$3,226	\$8,500	
2.2 Operating supplies								
2.21 Cleaning/sanitation	\$6,109	\$6,050	\$6,000	\$5,414	\$6,500	\$2,931	\$6,500	
2.22 Fuel/oil/lubricants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2.23 Other operating supplies	\$5,980	\$6,199	\$7,000	\$5,025	\$8,000	\$2,071	\$7,000	
2.3 Repair/maintenance supplies								
2.31 Building materials	\$372	\$761	\$1,000	\$252	\$1,000	\$69	\$1,000	
2.32 Painting supplies	\$140	\$190	\$400	\$266	\$400	\$73	\$400	
2.33 Repair parts	\$778	\$686	\$1,500	\$214	\$1,000	\$344	\$1,000	
2.4 Other supplies								
2.41 Library supplies	\$14,523	\$13,995	\$15,350	\$13,127	\$15,500	\$8,922	\$17,650	
2.42 Marketing supplies	\$62	\$36	\$50	\$33	\$50	\$0	\$100	
Total Supplies	\$35,368	\$37,051	\$40,900	\$31,930	\$42,050	\$17,864	\$43,750	1.6%

	2014 Disbursed	2015 Disbursed	2016 Budget	2016 Disbursed full year	2017 Budget	2017 Disbursed 6/30/2017	2018 Proposed Budget	% of Total 2018 budget
3 OTHER SERVICES/CHARGES								
3.1 Professional services								
3.11 Consulting services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.12 Engineer/Arch Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.13 Legal services	\$4,040	\$4,092	\$6,000	\$2,855	\$7,500	\$5,297	\$8,500	
3.14 Other profess. services	\$11,542	\$5,819	\$10,000	\$6,860	\$26,564	\$2,629	\$16,800	
3.145 Databases/Licensing Ser	\$21,271	\$23,304	\$21,552	\$23,230	\$25,427	\$4,071	\$26,830	
3.146 E-Books Services	\$11,750	\$3,000	\$18,500	\$18,500	\$16,600	\$16,500	\$21,600	
3.147 Apps	\$0	\$0	\$0	\$0	\$0	\$0	\$100	
3.2 Communication/Transportation								
3.21 Telephone	\$3,016	\$3,362	\$3,800	\$5,545	\$3,800	\$3,398	\$6,500	
3.22 Postage	\$2,474	\$2,777	\$3,000	\$2,103	\$3,000	\$1,300	\$3,000	
3.23 Traveling expenses	\$16,128	\$19,277	\$20,000	\$19,248	\$20,000	\$6,401	\$20,000	
3.24 Professional mtgs	\$9,157	\$7,799	\$10,768	\$9,174	\$8,500	\$2,961	\$11,000	
3.25 Freight/Express	\$1,697	\$1,761	\$2,000	\$1,416	\$2,000	\$627	\$2,000	
3.26 Network expenses	\$7,171	\$6,311	\$64,860	\$8,410	\$76,620	\$1,622	\$77,100	
3.3 Printing/Advertising								
3.31 Adv/Public. of notices	\$481	\$239	\$600	\$174	\$600	\$418	\$600	
3.32 Printing (not offc. supply)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.33 Marketing advertising	\$1,487	\$1,767	\$1,800	\$1,800	\$1,800	\$1,778	\$1,800	
3.4 Insurance								
3.41 Official bonds	\$200	\$250	\$250	\$362	\$300	\$0	\$300	
3.42 Other insurance	\$28,051	\$28,948	\$31,000	\$25,314	\$27,000	\$18,407	\$29,000	
3.5 Utility services								
3.51 Gas	\$25,821	\$17,571	\$45,000	\$13,958	\$45,000	\$11,160	\$45,000	
3.52 Electricity	\$87,238	\$88,533	\$100,000	\$93,805	\$100,000	\$44,905	\$100,000	
3.53 Water	\$3,209	\$3,662	\$4,000	\$3,426	\$4,000	\$1,525	\$4,000	
3.54 Waste disposal service	\$5,916	\$6,532	\$6,500	\$7,069	\$7,500	\$3,567	\$8,000	
3.6 Repairs/maintenance								
3.61 Bldgs/Structures	\$56,207	\$54,770	\$66,922	\$71,811	\$117,170	\$21,730	\$118,270	
3.62 Equipment	\$1,314	\$1,673	\$3,000	\$2,265	\$3,000	\$138	\$3,000	

	2014 Disbursed	2015 Disbursed	2016 Budget	2016 Disbursed full year	2017 Budget	2017 Disbursed 6/30/2017	2018 Proposed Budget	% of Total 2018
3.7 Rentals								
3.71 Real estate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.72 Equipment	\$260	\$268	\$300	\$280	\$300	\$219	\$300	
3.91 Dues	\$3,829	\$1,899	\$1,900	\$1,981	\$2,200	\$285	\$2,200	
3.92 Interest on loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.93 Taxes/Assessments	\$240	\$240	\$250	\$904	\$250	\$264	\$2,000	
3.94 Transfer to LIRF	\$35,000	\$0	\$100,000	\$35,000	\$75,822	\$0	\$60,570	
3.95 Book reimbursement	\$79	\$45	\$100	\$115	\$200	\$3	\$200	
3.96 Petty cash	\$0	\$0	\$120	\$0	\$120	\$0	\$120	
3.97 Interview/moving expens	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.98 Maintenance/service cor	\$91,123	\$109,668	\$117,119	\$111,347	\$114,233	\$67,774	\$138,222	
Total Other Services/Charg	\$430,719	\$395,580	\$641,357	\$466,953	\$689,506	\$216,977	\$707,012	25.8%
4 CAPITAL OUTLAYS								
4.1 Land	\$0	\$63,448	\$0	\$0	\$0	\$0	\$0	
4.2 Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4.3 Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4.4 Furniture/equipment	\$37,629	\$47,749	\$50,714	\$44,784	\$82,624	\$5,976	\$81,150	
4.5 Other capital outlays				\$108		\$108	\$162	
4.51 Books	\$137,791	\$147,766	\$160,000	\$143,924	\$160,000	\$61,653	\$160,000	
4.52 Periodicals,newspapers	\$20,380	\$21,321	\$25,000	\$20,198	\$25,000	\$8,105	\$25,000	
4.53 Nonprint materials	\$48,052	\$51,165	\$58,000	\$49,923	\$60,000	\$26,013	\$60,000	
Total Capital Outlays	\$243,853	\$331,449	\$293,714	\$258,938	\$327,624	\$101,855	\$326,312	11.9%
FUND TOTAL	\$2,165,671	\$2,274,454	\$2,581,554	\$2,286,636	\$2,662,539	\$1,103,393	\$2,735,708	

Operating Fund Appropriations 2018 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2018.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2018 budget - 4.00%.

Operating Budget-

For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

- Allows for up to a 4% increase in January. The only exception is for Director salary. Proposed budget reflects goals for 2018 Director salary as expressed at the June 2017 board meeting. The Board determines salary increases at December board meeting.
- INPRS (formerly PERF) employer contribution rate 11.2% in 2018. This percentage is dictated to us.
- Unemployment rate estimated at 0.9%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 15% upon the advice of our health insurance account manager. We expect to have firm figures later this fall. We budgeted for one additional employee to be on insurance as a contingency, in case someone else decides to pick up this benefit.

2.11 Official Records

Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies -

Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation

Paper products; trash bags

2.23 Other Operating Supplies

fluorescent tubes; outdoor bulbs; ice melt; batteries; etc.

2.31 Building Materials and Supplies

Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies -

For improvements to our buildings

2.33 Repair Parts

parts for toilet repairs, vacuum, lights

2.41 Library Supplies -

For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services - (beefed this up a bit in case we need legal advice regarding new property)

Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services (budgeted funds for a Staff Development Day presenter and added a little in case we need architectural guidance on development of new property)

Program Presenter fees, COBRA admin fee, water testing; architect fees

3.21 Telephone

3.22 Postage

3.23 Mileage

Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)— (conference costs are going up; our system has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff); 2018 is a PLA year

Registration fees, hotel/meal expenses;

3.25 Freight/Express—

Book/nonprint shipping

3.26 Network Expenses—

It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency.

3.31 Advertising and Public Notices

Legal ads; help wanted ads

3.33 Marketing/Advertising

Publicity ads; booth rental

3.41 Official Bonds

Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance

Building insurance; D & O liability insurance

3.51 Gas

Based on history

3.52 Electricity

Based on history

3.53 Water

Based on history

3.54 Waste Disposal Service

Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures - it takes a lot to maintain 3 buildings

	2016	2017	2018
Telephone System	\$250	\$250	\$0
Exterminators	\$750	\$750	\$750
Boiler inspection	\$200	\$200	\$200
Elevator inspection	\$120	\$120	\$120
Lawn & Tree Treatments	\$2,400	\$2,600	\$2600
Lawn/landscaping/mulch	\$10,000	\$9,000	\$10,000
snow removal	\$7,500	\$5,000	\$5,000
Building repairs-Precision, Ziese, etc.	\$40,102	\$88,650	\$88,000
Tree Trimming	\$1,000	\$1,000	\$2000
IDEM drinking water fee	\$100	\$100	\$100
Parking Lot-striping	\$4,000	\$4,500	\$4,500
Locksmith	\$500	\$500	\$500
Lighting/Electrical Repairs	\$0	\$4,500	\$4,500
TOTAL	\$66,922	\$117,170	\$118,270

3.62 Equipment Repairs - aging buildings equals more repairs and we try to keep things in good repair
Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals

DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues

MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts –

Additional hotspots, consultant assistance with server project, & color copying have contributed to increases for this budget item.

	2016	2017	2018
Pro Account (Flickr)	\$25	\$25	\$25
Precision Controls – D & W HVAC	\$11,571	\$11,571	\$8,396
Simplex	\$2,300	\$2,550	\$2,550
Copiers (Netwise)	\$2,900	\$3,100	\$4,000
Copiers (Cardinal)	\$2,100	\$2,700	\$4,000
Elevator	\$1,625	\$1,720	\$1,772
AVC (financial acctg)	\$1,621	\$1,706	\$1,676
Unique Management	\$1,800	\$1,800	\$1,800
Domain Registration – Go Daddy	\$46	\$46	\$53
Info Express	\$300	\$300	\$300
TLC	\$42,798	\$40,247	\$41,000
Public WebBrowser	\$125	\$125	\$125
Softtrack metering software	\$959	\$958	\$0
One Plan	\$0	\$0	\$360
Sophos web/email/firewall	\$0	\$0	\$7,807
Roeing	\$34,000	\$34,000	\$39,130
Engaged Patrons Events	\$229	\$229	\$229
Hamstra – W HVAC maintenance	\$1,208	\$1,200	\$1,200
VMware/vSphere virtual server control	\$0	\$210	\$0
Meraki (pd. thru 10/19)	\$2,700	\$0	\$0
Veeam (back-up maintenance)	\$0	\$1,620	\$0
Envisionware (formerly PC Cop)	\$1,240	\$1,240	\$855
PrinterOn	\$1,485	\$1,485	\$1,485
ESET Anti Virus (pd. thru 12/19)	\$1,679	\$0	\$0
Microfilm Maintenance – 2 units	\$1,670	\$835	\$1,490
Email Archiving	\$1,357	\$1,357	\$2,160
Tech Logic Self-Check	\$1,200	\$1,248	\$1,248
Direct Deposit	\$500	\$500	\$500
Sprint Mobile Hotspots (36)	\$0	\$2,520	\$15,120
D & S Web Hosting	\$480	\$480	\$480
CG Smart Shield	\$201	\$201	\$201
Debit/Credit Fees – Spark Pay	\$1,000	\$260	\$260
TOTAL	\$117,119	\$114,233	\$138,222

4.3 Improvements

4.4 Equipment \$81,150

(D) \$6,070 (2 clocks, cooking program supplies, vacuum, slat wall display panel, DASH robots, DVD Blu Ray shelving & 2 book carts)

(R) \$5,000 (recycling center, lectern, mobile display island, replace mail table, replace staff lounge countertop, add back splash in staff lounge, bookends)

(W) \$2,700 (maker space equipment & furniture)

(A) \$32,200 (copiers, business office file cabinets, recycling center for branches, paper shredder for business office, auto flush toilet hardware all locations, hand driers for public restrooms at all locations, contingency funds)

(T) \$500 unexpected need

(S) \$33,930 (servers, color printers/copiers, marketing TV adaptor, monitors, gigabit switches, additional hotspots, misc. small devices, and contingency funds for things that die unexpectedly)

JCPL Literacy Committee - \$750 (literacy related equipment/furniture)

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve budgets for BIRF (Bond & Interest Redemption Fund), and the Rainy Day Fund.

Fund Name	Budget
Library Operating Fund	\$2,735,708
Rainy Day Fund	\$268,273
Bond & Interest Redemption Fund	\$164,070
Capital Projects Fund	\$0
Library Improvement Reserve Fund	\$0

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2018 THROUGH JUNE 30, 2019**

WHEREAS, the board of the Jasper County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 14th day of August, 2017, at which meeting a quorum was present.

NAY

AYE

Michelle L. Harper
Natalie A. Waling
Jody Melton
Justin Houser

ATTEST:

Natalie A. Waling
Secretary

Director's Report July 2017

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Policies for Review: The following policies are up for review in August: Art Exhibit/Display Case Use Policy and Photography, Videotaping, and Other Recording Devices Policy. There are no recommendations for revision. The Bulletin Board Policy was on the schedule for August as well, but we took care of a necessary revision in May so we are good to go with that one. However we do have one policy revision to consider. I received new information that necessitates a change in our Public Records Policy. Some changes were made to the child abuse reporting laws by Senate Enrolled Act 447, which was passed during the 2017 legislative session. Here are the updates: previously, reports of suspected child abuse or neglect were required to be made orally. Now, reports of suspected child abuse or neglect may be made in writing or verbally. The law slightly modifies the reporting process when someone makes an "on the job" report as an employee of a public institution. Now, the report must be made by the employee first, and then the employee must notify the individual in charge of the public institution, agency, school, etc. Previously, the employee was required to notify the individual in charge and the individual in charge had an obligation to make the report. Please see R 10, a revised policy which incorporates the new changes. **If you approve the Consent Agenda, you will approve the revisions to the Public Records Policy.**

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium.** We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost. **If you approve the Consent Agenda, you will approve continuing as a member of the Public Library Internet Consortium.**

General Business:

Annual Report of Webmaster: Our webmaster will share library website success stories and/or impacts in her annual report.

2018 Budget: A budget overview has been provided in your packet. Please see R 18. The Budget Committee consisting of Mark Heinig (Chair), Kevin Kaluf, and Jody Melton met with the Director and Business Manager to review the 2018 Budget on July 28. Director and Business Manager met with our DLGF Field Rep

on July 31 (this date and time are assigned to us). At our August meeting the Budget Committee will make their recommendations to the Board, and **the board will need to approve to advertise the budget.** We are no longer required to send a copy of our budget to the County Council for a non-binding review.

Water/Sewer Service, DeMotte Library: In 2015 when we purchased the first lot and house adjacent to the DeMotte Library we turned gas and electric service off and pared water and sewage back as far as the Town of DeMotte would allow at that time. Later we learned that there was an option for the water and sewage service to be turned off permanently. The board had to officially declare that there were no plans to have an inhabitant, that the house would eventually be razed, and that there were no plans to erect a building on that site. The board needs to make this official declaration regarding our latest purchase, at 220 10th Street SW. In addition to the board declaration we also have to:

1. Dig up the sewer line, cut it, cap it and leave it visible for DeMotte Sewer Department to inspect
2. Dig up water service (At the main there is a valve, a corp stop. The valve is to be turned off. The line is to be cut close to the valve and plugged or capped. Pull the buffalo box and the valve under it.) DeMotte Public Works needs to inspect this too.
3. Remove the pit (described as 22", 4 feet deep). Put backfill in the hole. DeMotte Public Works to inspect.

Then the service will be completely off and the billing will cease. In 2015 we only did step one above for our first purchase as that is what the town required in 2015. Now they are requiring more work and want us to go back and do items 2 and 3 at the first property. We are working on that too. I have requested a quote from Hamstra and work will be scheduled soon.

Permission to Send Charlie Halleck Reel to Reel & Cassette Tapes Offsite for Conversion: Our newly donated collection of Charlie Halleck materials includes audio on 7" reel to reel and cassette tapes. We wish to convert these old formats to MP3 files so that these files may be accessible online, but we do not have the equipment to do so. The Indiana State Library recommended Movie Tyme Video Productions in Indianapolis for this work. We have contacted Movie Tyme and have learned that they can copy the files for us at 256 KB and deliver to our Dropbox account. Cost for this conversion is slightly more than \$200. **Board approval is needed to take these tapes off site for conversion.** The reel to reel and cassette tapes will be hand delivered and picked up by library staff.

Library Telephones – Equipment/Service: Our current phone system was installed at all locations in 2005. In 2016 we began to experience difficulties with some equipment and functionality so we budgeted \$18,000 for a new phone system in 2017. At the beginning of the year I requested that our Library Managers complete a 'state of the telephone' report for their building and submit

to me for review. After reviewing the reports it was clear that new equipment is needed. Our current telephones are dying. We reached out to our current telephone vendor, Nimbo, who installed our current system explaining our problems and began to discuss solutions. We have learned that our equipment has lasted longer than is typical (7-9 years is typical). We have also learned that our model telephone cannot be purchased new. There are a few refurbished models still out there, but in order to purchase new equipment we would have to purchase new models. We have also learned that Nimbo offers a new option. managed phone service, and this option appeals to us because we would no longer have to deal with equipment costs, equipment upgrades, service charges, or separate phone companies. Nimbo could provide everything that we need to have phone service. We met with our Nimbo representative who explained these details and provided an estimate for moving to a managed service with his company. To be diligent we sought an estimate from another company that offers similar service, UpLync Communications. We have reviewed the costs and associated details and are proceeding with managed service through our current vendor Nimbo. Both estimates were within our budget, but Nimbo is preferable because they are known to us; they offer a trial period while the other company does not; Nimbo offers free phone replacement while the other company only offers a three-year warranty after which we would have to buy new equipment. At the front end Nimbo is more expensive for equipment and system set-up; however, their monthly bill is less, so after 2.5 years the vendors are even, and after that point the monthly bill is cheaper. Since we anticipate being with this service for many years this is an important consideration. It will be cheaper in the long run. Nimbo's estimate is as follows: \$14,750 for equipment and set-up and a monthly charge of \$830. UpLync's estimate is as follows: \$6416 for equipment and set-up and a monthly charge of \$1248. Moving to a managed phone service means that phone service comes through the internet not through copper wires. Our Systems Administrator has no concerns with this approach for our library.

Director's Report:

Our bandwidth upgrades were completed this month: on the 12th, Wheatfield was updated from 10M to 20M bandwidth; on the 18th, Rensselaer was updated from 20M to 60M bandwidth; DeMotte was updated from 10M to 20M bandwidth on May 5.

Ed Dumas continues to work on acquisition of the third and final house adjacent to DeMotte Library.

We have prepared Digital Access Cards for both Rensselaer Central and Kankakee Valley schools, and they will be delivered soon. This fall we plan to reach out to DeMotte Christian and Covenant Christian to see if they would like to make these cards available to their students. Julie Walstra, KV Media

Specialist has paved the way with school administrators, sharing the impact the cards have had at her school. We appreciate her active enthusiasm!

On July 13 Bob Schenk reported in his blog, Rensselaer Adventures, that the owner of Movie Madness in DeMotte addressed the County Council at their regular meeting about library purchases of videos. He explained to the County Council that the Francesville Library regularly purchases from him because his prices were lower that they could get elsewhere and he wondered why we do not take advantage of the lower prices he offers. He said that he had reached out to the library but had not gotten a response. The Council suggested that he contact the head librarian. To date I have not heard from him. Here is some background on this matter. Movie Madness, as an option, did come up in 2014, and as we recall, we decided not to pursue it due to concerns about the movies being used, old, and not easily returned if problems occurred. At our April board meeting Jody Melton let me know that Movie Madness had spoken with him about their desire to be a resource for us. I shared with Jody that this had come up previously and that we had decided not to pursue. I have not had any direct communication this year with anyone from Movie Madness. I read the information in Bob's blog about Movie Madness attending the County Council meeting and the council's advice to contact the head librarian at JCPL. If Movie Madness contacts me, I will ask them for a proposal, an explanation of what exactly they have to offer and how, so that we can see if this fits with our business model or is anything valuable for us. Perhaps something has changed for them.

Our Trust Indiana investment is doing well. We are very happy with the rate of return thus far.

System Administrator News

June report: Sheila spent quite a bit of time researching costs of various software and equipment that is needed or has been requested for the 2018 budget. She also had to troubleshoot issues we were having with enabling and disabling out hotspots. She also began a search for a new PC/Print Management vendor as our old vendor has apparently gone out of business!

July report: In July we converted to our new PC/Print Management software. As previously noted, this conversion was unanticipated as the product that we have used for years was set to expire and the vendor went out of business without notice. We had to scramble to find a replacement, review and evaluate options, choose and purchase an option, install and configure the software, train staff, etc. This would have been challenging all on its own but added to the mix were unanticipated power outages, loss of internet connectivity, and loss of a mother board on one of our virtual server hosts at a critical juncture. Needless to say it was a difficult transition with a very short timeline. Sheila reports appreciation for our staff who were "wonderfully patient, adaptable, and resilient" I am

appreciative too! Staff has worked together beautifully on this transition. We continue to tweak the software as we become familiar with it.

Technical Services News

June report: Becky attended a 10-Day Challenge meeting, Management meeting, and Social Committee meeting. Several staff celebrated special anniversaries this summer which took a lot of committee coordination.

July report: Becky reports, "I purged the Digital Access Card records from the database, and Sheila and I worked on putting together the file for TLC to create new records <for this school year>. I created a number of new holdings codes that will enable patrons to use the new PC reservation system. Additionally, it will allow staff to block both adults and juveniles from using the Internet for any sort of behavioral problems.

DeMotte Library News

June report: Sheree reported, "We've had great turn-outs for Summer Reading Programs. Our K-5 Programs on Tuesdays have had wonderful performers and guests. Each entertained and educated the children in their own way... Teen Summer Reading has been going very well too. I would love to see more teens take advantage of these programs, but we are so happy to see the 7-18 teens that have participated so far. They are a lot of fun to work with. On June 29th we did "Tool Time Stations" with the 7 teens that came. It was awesome!! Each one of them was so engaged in each of the stations. One station was set up to create rural/urban communities. Using milk cartons and Kleenex boxes, the teens used their imagination to make buildings. One teen grabbed a ruler and spent a long time just mapping out and drawing the town roads on the construction paper laid out over tables. Others put the buildings they created on the map. Teens also designed a star or circle in our "Yarn Art" activity. Our Strawbees Station was well used and creativity blossomed there as well".

July report: Sheree shares, "Summer Reading was a huge success and I'm so proud to have been a part of this great team of people that helped it run smoothly." Toddler time Summer Reading that met weekly for one month had 62 children in attendance, 21 teen helpers, and 58 parents who participated with their young ones – for a total of 141 patrons touched by this program offering. K-5th grade Summer Reading that met weekly for 8 weeks had 506 children, 65 teen helpers, 151 parents observing – for a total of 722 patrons touched by this program offering. Teen Summer Reading (6th – 12th grade) that met weekly for 8 weeks had 70 teens and 14 adults – for a total of 84 patrons touched by this program offering.

Debbie reports, "I was very excited to partner with a local company to have large construction machines here at the library to end our summer reading program

with a “big event”. We had a steamroller, a large digger/back hoe, and an even larger paving machine. Everyone was very excited to learn how these machines worked, and so very many, many pictures were taken.”

Rensselaer Library News

June report: Linda reports, “The Summer Reading programs for adults, teens, and children are in full motion. This summer, all ages are participating in the Summer Reading program **“Build a Better World...”** We currently have over 130 adults participating. For every book, magazine, audiobook, or eBook a patron reads/listens to their name is entered into a weekly prize drawing. Our children’s Summer Reading program attendance is struggling because this year Fountain Stone went back to having their free movie on Wednesday mornings at 10am (same day and time as library). Next year Janice will contact Fountain Stone, and we may need to offer our programs on Wed afternoons instead.”

July report: Janice reports, “Summer Reading was a wonderful and successful event. We had very generous donors from throughout the community which allowed us to give away many wonderful prizes. We had two new performers this year. Our Juggler was as big hit as was our magician. Indiana wild was a big hit as usual and our block day was well attended. The teen volunteers were terrific and made all the programs run smoothly. The staff was amazingly helpful as always and made the program a huge success. We also participated in Reading at the Fair and Kids day at the Farmers Market. We had 288 children and teens sign up and 78 children finish all 6 weeks of reading.”

Wheatfield Library News

June report: Evie reports, “Two words...Summer Reading! We have been busy with patrons, programs, and prizes throughout the past month, but we aren’t complaining! Programs have been created for all ages from 2-100, and patrons really seem to be appreciating our efforts and hard work. Along with the typical Tuesday/Thursday Summer Reading programs, Rachael and Nikki offered a 4-week Story Time session, a Father’s Day Story Time, a block party (with Alice Smith of the Purdue Extension Office) and two book discussions. We again offered a few different/new programs in adult services this month. We had author/columnist Jerry Davich visit to discuss his recent book, “Crooked Politics in Northwest Indiana.” Mr. Davich enjoyed coming to Wheatfield, saying those who attended asked some of the best questions he’s ever had.”

July report: Evie reports, “Our Friends of the Library held their annual rummage sale during Wheatfield’s Town Wide sales. They also promoted that they had a number of books to sell as well. Over \$400 was brought in from the sales! ... the Friends donated the leftover books to the DeMotte Friends group for their sale in a couple of weeks...I like seeing the groups work together! It has been fun being a prime location for rocks in our community...I love seeing new faces (yes,

people we don't normally see) come in search of painted rocks or to hide them for others!"

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty



THANK YOU

Dear JCPL Board Members,

I enjoyed a wonderful 20th anniversary celebration! The Peninsula staff held a carry-in that was tailor-made for a vegetarian who loves sugar! Salad (with all the toppings), cheese pizza, Meagie tray, cole slaw, Olive Garden potatoes (yes...that's right, I said "Olive Garden"), berries, chips, Blueberry cobbler, and a chocolate buttercream icing cake!

Thank you to the Board for the note of congratulations, sweet card, monetary gift, and day off from work!

With great appreciation to the Board, and gratitude for 20 years at JCPL,

Shirley



Thank you for the
opportunity to attend the
Overdrive Conference. We
learned new and upcoming
features and some tips to
ordering e & audiobooks.

Sincerely, Linda Portera



To Betty Stringfellow and the members
of the Jasper County Public Library Board;

I wish to sincerely thank you for the
opportunity to attend the conference
put on by our ebook provider - Overdrive.
The conference - Digipalooza, was very
informative. I was able to get our
questions answered. I am excited
about the new ways OverDrive
dreams of expanding service to →

Our patrons.

Again, thank you for this very beneficial experience and conference.



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Happy to serve our community
Debbie
Krisloff

JCPL FINANCIAL STATEMENT

July 31, 2017

	<u>Beginning 2017 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$690,256.72	\$195,071.32	\$1,298,463.93	\$83,877.77	\$1,322,302.75	\$714,095.54
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$195.06	\$10,700.98	\$120.00	\$10,433.90	\$14,034.27
DeMotte	\$3,743.26	\$46.36	\$2,596.61	\$0.00	\$3,126.98	\$4,273.63
Rensselaer	\$8,743.11	\$147.05	\$6,311.38	\$20.00	\$4,259.95	\$6,691.68
Wheatfield	\$1,814.98	\$1.65	\$1,792.99	\$100.00	\$3,046.97	\$3,068.96
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$15.41	\$105.86	\$181,460.21
Bond & Interest Redemption Fund	\$148,083.44	\$0.00	\$326,838.75	\$0.00	\$144,513.06	(\$34,242.25)
Rainy Day Fund	\$2,622,356.36	\$1,604.05	\$128,266.27	\$1,835.57	\$5,163.36	\$2,499,253.45
Includes Investments of: \$2,004,080.02						
State Technology Fund Grant Fund	\$0.00	\$1,636.50	\$9,758.03	\$0.00	\$16,333.34	\$6,575.31
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$0.00	\$26,792.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$216.62	\$0.00	\$198.72	\$3.66	\$126.41	\$144.31
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,803.02	\$54,975.10	\$7,803.02	\$54,975.10	\$0.00
FICA Tax Collected	\$0.00	\$7,446.51	\$52,199.09	\$7,446.51	\$52,199.09	\$0.00
State Tax Collected	\$3,329.68	\$3,576.92	\$23,714.65	\$3,384.29	\$23,769.21	\$3,384.24
County Tax Collected	\$2,486.68	\$2,760.67	\$18,079.04	\$2,589.95	\$18,182.36	\$2,590.00
Deferred Comp.	\$0.00	\$2,120.00	\$14,180.00	\$2,120.00	\$14,180.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,712.93	\$25,132.41	\$3,713.46	\$25,132.29	\$64.27
Employee Life Insur.	\$0.36	\$181.35	\$1,270.45	\$181.34	\$1,270.38	\$0.29
Employee INPRS	\$0.00	\$3,083.13	\$21,561.66	\$3,083.13	\$21,561.66	\$0.00
Garnishments	\$0.00	\$160.34	\$1,042.21	\$160.34	\$1,042.21	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$229,351.80	\$2,013,173.29	\$116,334.45	\$1,711,290.98	\$3,400,538.56

Bank Balances
Jasper County Public Library
Report as of: 7/31/17

<i>Bank</i>		
1	Alliance Bank	\$1,396,188.54
2	Cash On Hand	\$270.00
3	IN-02-0225-0001 TrustIndiana	\$2,004,080.02
<i>Total all banks =</i>		<i>\$3,400,538.56</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD/ACCT #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Fund</u>	<u>Date Invested</u>	<u>Interest Earned</u>	<u>Comments</u>
	IN-02-0225-0001	TrustIndiana	N/A	\$2,000,000.00		Rainy Day	5/15/17	\$740.93	May-17
								\$1,545.65	Jun-17
								\$1,793.44	Jul-17

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:

\$4,080.02

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 7/1/17 To 7/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>1. Personal Services</i>								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$6,000.80	\$41,820.13	\$39,326.69	\$27,755.87	60.1
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$88,259.40	\$617,106.34	\$632,551.42	\$464,040.66	57.1
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$6,359.45	\$45,535.52	\$48,451.78	\$45,207.48	50.2
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,446.51	\$52,199.09	\$53,449.86	\$42,772.91	55.0
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$1,054.50	\$4,203.60	\$5,795.36	\$2,809.40	59.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$9,012.90	\$62,888.30	\$64,224.66	\$46,183.70	57.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$10,628.82	\$71,706.19	\$74,698.10	\$79,129.81	47.5
Subtotal	\$1,603,359.00		\$1,603,359.00	\$128,762.38	\$895,459.17	\$918,497.87	\$707,899.83	55.8
<i>2. Supplies</i>								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$227.53	\$0.00	\$372.47	37.9
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$146.53	\$3,372.32	\$4,367.62	\$5,127.68	39.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$663.84	\$3,594.81	\$3,207.22	\$2,905.19	55.3
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$307.45	\$2,378.89	\$2,843.92	\$5,621.11	29.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$53.26	\$121.90	\$234.31	\$878.10	12.2
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	(\$16.03)	\$57.36	\$180.64	\$342.64	14.3
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$343.83	\$161.57	\$656.17	34.4
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$731.53	\$9,653.75	\$5,119.08	\$5,846.25	62.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$32.88	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$1,886.58	\$19,750.39	\$16,147.24	\$22,299.61	47.0
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$129.00	\$5,426.20	\$1,155.25	\$2,073.80	72.3
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$16.32	\$2,644.92	\$3,811.50	\$23,919.08	10.0
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$9,450.60	\$13,521.13	\$15,724.35	\$11,905.87	53.2
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$0.00	\$16,500.00	\$18,500.00	\$100.00	99.4
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$474.93	\$3,873.06	\$2,119.82	(\$73.06)	101.9
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$171.20	\$1,471.00	\$1,753.32	\$1,529.00	49.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,063.97	\$7,465.37	\$9,894.87	\$12,534.63	37.3
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$2,216.25	\$5,177.46	\$4,612.05	\$3,322.54	60.9
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$130.39	\$757.21	\$695.63	\$1,242.79	37.9
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$0.00	\$1,621.50	\$302.68	\$74,998.50	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$162.20	\$580.09	\$173.90	\$19.91	96.7
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,778.48	\$1,760.00	\$21.52	98.8
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$312.00	\$300.00	0.0
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$18,407.00	\$16,333.00	\$8,593.00	68.2
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$540.13	\$11,700.17	\$8,612.92	\$33,299.83	26.0
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$10,264.94	\$55,169.45	\$49,047.12	\$44,830.55	55.2
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$232.25	\$1,757.18	\$2,181.05	\$2,242.82	43.9
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$606.83	\$4,173.65	\$4,189.39	\$3,326.35	55.6
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$3,642.43	\$25,372.20	\$30,049.84	\$91,797.80	21.7
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$138.00	\$1,086.40	\$2,862.00	4.6
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$230.65	\$220.65	\$69.35	76.9
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$261.00	\$546.00	\$514.00	\$1,654.00	24.8

F36

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$264.00	\$904.08	(\$14.00)	105.6
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$0.00	\$3.30	\$95.20	\$196.70	1.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$12,671.55	\$80,445.36	\$76,338.76	\$33,787.64	70.4
Subtotal	\$689,506.00		\$689,506.00	\$42,045.94	\$259,023.38	\$250,387.78	\$430,482.62	37.6
<i>4. Capital Outlays</i>								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$0.00	\$5,975.96	\$2,352.21	\$76,648.04	7.2
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	(\$107.50)	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$12,334.94	\$73,988.12	\$73,528.50	\$86,011.88	46.2
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$5,173.28	\$13,278.31	\$12,865.62	\$11,721.69	53.1
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$4,868.20	\$30,881.10	\$19,513.18	\$29,118.90	51.5
Subtotal	\$327,624.00		\$327,624.00	\$22,376.42	\$124,230.99	\$108,367.01	\$203,393.01	37.9
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$195,071.32	\$1,298,463.93	\$1,293,399.90	\$1,364,075.07	48.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 7/1/17 To 7/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
3. Other Services and Charges								
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$1,604.05	\$5,536.55	\$0.00	(\$5,536.55)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,201.00	\$0.00	\$2,799.00	44.0
Subtotal	\$5,000.00		\$5,000.00	\$1,604.05	\$7,737.55	\$0.00	(\$2,737.55)	154.8
4. Capital Outlays								
4.1 LAND	\$0.00	\$229,000.00	\$229,000.00	\$0.00	\$120,528.72	\$0.00	\$108,471.28	52.6
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$51,195.00	\$0.00	\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
Subtotal	\$51,195.00	\$229,000.00	\$280,195.00	\$0.00	\$120,528.72	\$0.00	\$159,666.28	43.0
Grand Total	\$56,195.00	\$229,000.00	\$285,195.00	\$1,604.05	\$128,266.27	\$0.00	\$156,928.73	45.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3d

Appropriation Report for 155 STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 7/1/17 To 7/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>3. Other Services and Charges</i>								
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,636.50	\$9,758.03	\$7,264.32	(\$9,758.03)	0.0
Subtotal	\$0.00		\$0.00	\$1,636.50	\$9,758.03	\$7,264.32	(\$9,758.03)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,636.50	\$9,758.03	\$7,264.32	(\$9,758.03)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List
Jasper County Public Library

Report Date: From **7/1/17** To **7/31/17**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35520	502	AARON'S LAWN CARE	7/10/17	Mowing & edging	\$1,165.00
35521	503	ACE HARDWARE	7/10/17	Steel nails	\$1.99
35522	504	AFFORDABLE ALTERNATIVES	7/10/17	7 day loan labels	\$237.53
35523	505	ANTHEM BLUE CROSS BLUE	7/10/17	Health Insurance premiums- July 2017	\$12,931.78
35524	506	ANTHEM LIFE	7/10/17	Life Insurance premiums- July 2017	\$98.28
35525	507	BLUETARP FINANCIAL, INC	7/10/17	Blue masking tape	\$5.99
35526	508	CROWN POINT COMMUNITY L	7/10/17	Lost SRCS item# 30456101024741	\$29.50
35527	509	DELTA DENTAL	7/10/17	Dental Insurance premiums- July 2017	\$564.49
35528	510	DEMCO	7/10/17	Book pockets, clear polypropylene tape, buffing pads, countertop literature holders, anti-static spray	\$239.38
35529	511	EBSCO INFORMATION SERVI	7/10/17	Database Renewals 5/1/17-4/30/18 (Automotive Repair Reference Center & Small Business Reference Center); 2/1/17-3/31/18 (Job and Career Accelerator)	\$4,585.00
35530	512	EDWARD P. DUMAS	7/10/17	Legal Assistance: Real Estate Purchase	\$1,604.05
35531	513	ENA SERVICES LLC	7/10/17	Internet service for June 2017	\$1,636.50
35532	514	FAEGRE BAKER DANIELS LLP	7/10/17	Legal Assistance: Policy Matters	\$129.00
35533	515	GREY HOUSE PUBLISHING	7/10/17	Books	\$332.05
35534	516	INDIANA DEPT. OF WORKFOR	7/10/17	2nd Quarter 2017 Unemployment Compensation Pymt	\$1,054.50
35535	517	JASPER COUNTY CES ED. FU	7/10/17	Community Leadership Program registrations: E. Bristol, D. Kristoff	\$600.00
35536	518	KAPCO	7/10/17	Polyester repair tape	\$59.77
35537	519	KIM DELGER	7/10/17	Mileage 6/2/17: 10 day challenge meeting	\$23.54
35538	520	KV POST NEWS	7/10/17	Rens & Wh: Newspaper subscription	\$126.00
35539	521	LINDA POORTENGA	7/10/17	Mileage 6/6-6/16/17: Volunteer Program, Quantum Leap meeting, Walking Books, Chamber meeting, B2B	\$86.14
35540	522	LINDA THOMPSON	7/10/17	Mileage 6/12-6/13/17: Transport	\$10.70
35541	523	MAGAZINE SUBSCRIPTION SE	7/10/17	Annual September - December Magazine Subscription Renewals	\$5,047.28
35542	524	MIDWEST COLLABORATIVE F	7/10/17	Online Database Renewals (Ancestry Library, HeritageQuest, Tumblebooks) 7/1/17-6/30/18; MCLS Annual Membership Fee (7/1/17-6/30/18)	\$3,730.60
35543	525	NICHE ACADEMY	7/10/17	Niche Academy database annual subscription renewal	\$1,260.00
35544	526	NIPSCO	7/10/17	Gas & electric service	\$6,237.57
35545	527	NITCO	7/10/17	DeM: Local Phone & Fax Service July 2017	\$162.00
35546	528	OLLIS BOOK CORPORATION	7/10/17	Books	\$394.58
35547	529	OVERDRIVE, INC.	7/10/17	Digipalooza 2017 registrations: D. Kristoff, L. Poortenga	\$398.00
35548	530	PATTY STRINGFELLOW	7/10/17	Mileage 6/9-6/16/17: Transport, MCLS Community Conversation meeting	\$116.10
35549	531	POSTMASTER	7/10/17	Stamps	\$171.20
35550	532	PRECISION CONTROL SYSTE	7/10/17	2nd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2017); Rens: parts for contract maintenance; DeM: parts for contract maintenance; VAV10 area overheating, checked control & power voltage to actuator, found faulty HW actuator, installed new actuator & checked operations	\$3,271.03
35551	533	RAYANN GILMORE	7/10/17	Mileage 2/16-6/27/17: Management meeting, pickup Ash tree treatment, test hotspot, pickup supplies, Post Office, Budget workshop, order light fixture, pick up light fixture, transport, bank deposit, Gateway workshop	\$141.08
35552	534	RENSSELAER ROTARY CLUB	7/10/17	May & June 2017 dues & meals	\$120.00
35553	535	REPUBLIC SERVICES #715	7/10/17	Wh: Trash Service- July 2017	\$100.69
35554	536	RMC IMAGING, INC	7/10/17	Annual Maintenance ST-200 Scanner & Companion Scanner, 7/29/17-7/28/18	\$828.75

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35555	537	ROEING CORPORATION	7/10/17	Tech Maintenance Support - 3rd Installment 2017	\$7,500.00
35556	538	TRUGREEN PROCESSING CE	7/10/17	Wh: Grub control treatment, lawn fertilization, ornamental bed weed control treatment; DeM: Grub control treatment, lawn fertilization; Rens: Grub control treatment, lawn fertilization	\$851.40
35557	539	ULINE	7/10/17	Filament tape	\$77.25
35558	540	VISION SERVICE PLAN	7/10/17	Vision Insurance Premiums- July 2017	\$226.67
35559	541	WAL-MART COMMUNITY/SYN	7/10/17	Summer Reading prizes & supplies, cleaning supplies, light bulbs, Preen, staff anniversary card, rabbit repellent spray, SD card, children's supplies, Cook the Book program supplies, Movie program supplies, smoke alarm, DVDs	\$366.93
35560	542	WHEATFIELD CHAMBER OF C	7/10/17	Wh: Chamber Membership Dues 2017-2018	\$100.00
35561	543	YVONNE DEL VECCHIO	7/10/17	Mileage 5/10-6/7/17: Walking books, Book Club, deliver newsletters	\$56.18
0	544	PAYROLL	7/10/17	PAYROLL	\$51,119.20
0	545	BILL HROMADA	7/10/17	Courier Mileage, 6/16/17-6/30/17 (Conf #549)	\$331.70
0	546	GREAT-WEST RETIREMENT S	7/10/17	Annuity Withheld 7/10/17payroll (Conf. #551)	\$1,035.00
0	547	INDIANA CHILD SUPPORT BU	7/10/17	Child Support Garnishment: Andrea Prescaro 7/10/2017 Payroll (Payment #1890320170706165039)	\$80.17
0	548	INDIANA DEPARTMENT OF RE	7/10/17	EFT-State & County Taxes w/held June 2017 Payrolls (Ref #66503)	\$6,337.59
0	549	INPRS fbo PERF	7/10/17	7/10/17 Payroll Contributions	\$6,145.43
0	550	IRS USA TAXPAYMENT	7/10/17	EFT-FICA & Federal Taxes w/held 7/10/17 (Ref #10919238)	\$11,584.75
0	551	SPRINT	7/10/17	Hotspot Data Service June 12 - July 11, 2017 (Conf #546)	\$419.88
0	552	TOWN OF DEMOTTE	7/10/17	DeM: Sewer & Water- June 2017 (conf# 548)	\$167.64
0	553	TOWN OF WHEATFIELD	7/10/17	Wh: Sewer- July 2017 (conf# 550)	\$56.65
0	554	ALLIANCE BANK	7/10/17	Direct Deposit Fees June 2017	\$76.90
35562	555	BUSINESS CARD	7/10/17	Background check, children's supplies, elevator keys, Gateway Workshop expenses, door handle, B2B expenses, MCLS Community Engagement Roundtable expenses	\$164.92
35563	556	BAKER & TAYLOR	7/10/17	Books, Continuations, AV, Auto. Yours	\$10,823.51
35564	557	BAKER & TAYLOR ENTERTAIN	7/10/17	DVDS, CDs	\$2,920.49
35565	558	BRODART CO.	7/10/17	Subject classification labels	\$14.07
35566	559	CULLIGAN WATER CONDITIO	7/10/17	Wh: Water Cooler Rental-July 2017	\$11.95
35567	560	DEMOTTE DECORATIVE STO	7/10/17	Wh: 7 yds gold mulch, 4 tons river rock	\$479.00
35568	561	HAMSTRA BUILDERS, INC.	7/10/17	Wh: 2017 HVAC Service Contract	\$1,150.00
35569	562	HP Products	7/10/17	Trash bags, m-folds, toilet paper, paper towel rolls, glass cleaner, enmotion paper towels	\$602.88
35570	563	INDIANA LIBRARY FEDERATIO	7/10/17	CYPD Conference registrations- J. Wilma, K. Hausenfleck, N. Hachlica, R. Cavinder	\$1,000.00
35571	564	INDIANA STATE LIBRARY	7/10/17	Difference is You Conference registraions- S. Maxwell, D. Kristoff, S. Belt	\$75.00
35572	565	INDIANA WASTE SERVICE	7/10/17	DeM: Trash Pick-up, July 2017	\$89.70
35573	566	KANKAKEE VALLEY PUBLISHI	7/10/17	KVHS Graduation ad, Best of the Best Thank you ad, legal ad for additional appropriation	\$162.20
35574	567	KONE, INC.	7/10/17	DeM: Elevator maintenance agreement 7/1/17-9/30/17	\$429.84
35575	568	MIDWEST TAPE	7/10/17	DVDs, CDs	\$620.98
35576	569	OFFICE DEPOT	7/10/17	flash drive	\$7.03
35577	570	OSBY WATER CONDITIONING	7/10/17	Wh. Water softener chemicals	\$190.00
35578	571	QUILL CORPORATION	7/10/17	Tape, construction paper, sticky notes, utility knife, CD/DVD file folders, lysol spray, wd40, typewriter ribbon, labels	\$218.67
35579	572	ROSEN PUBLISHING	7/10/17	Books	\$1,588.25
35580	573	SCHOLASTIC LIBRARY	7/10/17	Books	\$539.33
35581	574	SVT, LLC	7/10/17	Management Meeting expenses	\$30.64

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35582	575	UNIQUE MANAGEMENT SERVI	7/10/17	Collections: Initial/Secondary Placements- June 2017	\$152.15
0	576	PAYROLL	7/25/17	PAYROLL	\$49,500.45
0	577	AFLAC	7/25/17	Supplemental Insurance July 2017 (Conf. #555)	\$701.88
0	578	BILL HROMADA	7/25/17	Courier Mileage, 7/1/17-7/15/17 (Conf #559)	\$298.53
0	579	CENTURYLINK	7/25/17	Long distance phone service- June 2017 CONF #553)	\$12.10
0	580	CENTURYLINK	7/25/17	Rens: Local Phone & Fax Service- July 2017 (Conf #552)	\$171.94
0	581	CENTURYLINK	7/25/17	WH: Local Phone Service July 2017 (Conf. # 557)	\$92.90
0	582	CENTURYLINK	7/25/17	WH: Fax Service July 2017 (Conf. # 556)	\$35.99
0	583	CITY OF RENSSELAER	7/25/17	RENS: Utilities 6/9/2017 - 7/11/17 (Conf. #558)	\$4,991.90
0	584	GREAT-WEST RETIREMENT S	7/25/17	Annuity Withheld 7/25/17payroll (Conf. #560)	\$1,085.00
0	585	INDIANA CHILD SUPPORT BU	7/25/17	Child Support Garnishment: Andrea Prescaro 7/25/2017 Payroll (Payment #1890320170724114656)	\$80.17
0	586	INPRS fbo PERF	7/25/17	7/25/17 Payroll Contributions	\$5,950.60
0	587	IRS USA TAXPAYMENT	7/25/17	EFT-FICA & Federal Taxes w/held 7/25/17 (Ref #52866185)	\$11,111.29
0	588	SPARKPAY	7/31/17	Merchant Processing Fees- July 2017	\$15.03
Total Amount of Claims					\$229,351.80

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, August 02, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$229,351.80

Date this 14th day of August, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2017

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,050.89	\$15,817.83
DeMotte	\$617.92	\$5,300.97		
Rensselaer	\$899.36	\$6,236.81		
Wheatfield	\$533.61	\$4,280.05		
PHOTOCOPIES:			\$904.26	\$5,877.67
DeMotte	\$327.25	\$2,089.79		
Rensselaer	\$415.41	\$2,620.53		
Wheatfield	\$161.60	\$1,167.35		
INTEREST (Checking, Repurchase, CDs):.....			\$65.53	\$373.20
TAXES:			\$80,799.58	\$1,271,021.68
Property Tax	\$0.00	\$645,859.80		
LOIT	\$17,903.58	\$125,325.06		
License Excise Tax	\$0.00	\$51,820.11		
Financial Institution Tax	\$0.00	\$1,488.12		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,256.59		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$440,272.00		
TAXABLE SALES:-.....			\$2.30	\$37.24
REFUNDS:			\$55.21	\$29,175.13
Rebates/Refund	\$5.21	\$5.21		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$1,450.00		
Reimbursement	\$0.00	\$947.32		
Fixed Asset Sales	\$0.00	\$75.00		
Miscellaneous Receipts	\$0.00	(\$94.40)		
Interfund Transfer	\$0.00	\$26,792.00		
TOTAL OPERATING FUND RECEIPTS.....			\$83,877.77	\$1,322,302.75
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$120.00	\$10,433.90
DeMotte	\$0.00	\$3,126.98		
Rensselaer	\$20.00	\$4,259.95		
Wheatfield	\$100.00	\$3,046.97		
LIB. IMPROV. RESERVE FUND:			\$15.41	\$105.86
Interest Earned	\$15.41	\$105.86		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$144,513.06
Property Tax	\$0.00	\$134,046.38		
License Excise Tax	\$0.00	\$9,105.78		
Financial Institution Tax	\$0.00	\$261.49		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,099.41		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$1,835.57	\$5,163.36
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$1,835.57	\$5,163.36		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$16,333.34
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$3.66	\$126.41
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$85,852.41	\$1,498,978.68

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WITHHOLDING ACCOUNT FUNDS:			\$30,482.04	\$212,312.30
FIT Tax Collected	\$7,803.02	\$54,975.10		
FICA Collected	\$7,446.51	\$52,199.09		
State Tax Collected	\$3,384.29	\$23,769.21		
County Tax Collected	\$2,589.95	\$18,182.36		
Deferred Comp Plan	\$2,120.00	\$14,180.00		
Pre-tax Insurance Plans	\$3,713.46	\$25,132.29		
Life Insurance	\$181.34	\$1,270.38		
INPRS	\$3,083.13	\$21,561.66		
Garnishments	\$160.34	\$1,042.21		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$116,334.45	\$1,711,290.98

Voucher List

Jasper County Public Library

Report Date: From 8/1/17 To 8/14/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	589	PAYROLL	8/10/17	PAYROLL	\$51,822.35
0	590	ALLIANCE BANK	8/10/17	Direct Deposit Fees July 2017	\$37.00
0	591	BILL HROMADA	8/10/17	Courier Mileage 7/16-7/31/17 (conf# 563)	\$298.53
0	592	GREAT-WEST RETIREMENT S	8/10/17	Annuity Withheld 8/10/17payroll (Conf. #565)	\$1,085.00
0	593	INDIANA CHILD SUPPORT BU	8/10/17	Child Support Garnishment: Andrea Prescaro 8/10/2017 Payroll (Payment #1890320170807153650)	\$80.17
0	594	INDIANA DEPARTMENT OF RE	8/10/17	EFT-State & County Taxes w/held July 2017 Payrolls (Ref #74408)	\$5,974.24
0	595	INPRS fbo PERF	8/10/17	8/10/17 Payroll Contributions	\$6,176.37
0	596	IRS USA TAXPAYMENT	8/10/17	EFT-FICA & Federal Taxes w/held 8/10/17 (Ref #34224495)	\$11,704.19
0	597	SPRINT	8/10/17	Hotspot Data Service July 12 - August 11, 2017 (Conf #554)	\$419.88
0	598	TOWN OF DEMOTTE	8/10/17	DeM: Sewer & Water- July 2017 (conf# 561)	\$167.64
0	599	TOWN OF DEMOTTE	8/10/17	DeM House, 220 10th St SW: Water & Sewer Service- July 2017(Conf. #562)	\$84.72
0	600	TOWN OF WHEATFIELD	8/10/17	Wh: Sewer- August 2017 (conf# 564)	\$56.65
35583	601	AARON'S LAWN CARE	8/14/17	Mowing & Edging	\$1,040.00
35584	602	ACE HARDWARE	8/14/17	Sprinkler Risers & Marking Flags, Replacement Light Bulbs, 3 Keys	\$43.64
35585	603	ANDREA PRESCARO	8/14/17	3/29 - 7/19 Mileage: Walking Books	\$17.12
35586	604	ANTHEM BLUE CROSS BLUE	8/14/17	Health Insurance premiums- August 2017	\$12,931.78
35587	605	ANTHEM LIFE	8/14/17	Life Insurance premiums- August 2017	\$109.08
35588	606	BLUETARP FINANCIAL, INC	8/14/17	Block/Concrete, Security Light, Door Holder Kick Down, Liquid Cement Crack Filler	\$56.96
35589	607	CARDINAL OFFICE PRODUCT	8/14/17	DeM: Staff Copier Maintenance 4/21/17-7/21/17	\$691.88
35590	608	CENTURYLINK	8/14/17	Long distance phone service- July 2017	\$17.73
35591	609	CONSOLIDATED INSURANCE	8/14/17	Property Insurance 220 - 10th St DeM	\$265.00
35592	610	CULLIGAN WATER CONDITIO	8/14/17	Wh: Water Cooler Rental-July 2017, 5-gallon drinking water- 6	\$55.65
35593	611	D & S COMPUTER SERVICES	8/14/17	Hosting 3rd quarter 2017	\$120.00
35594	612	DEBORAH KRISTOFF	8/14/17	Mileage: 6/6 -7/20/17: Transport, MCLS meeting, Counterparts, Difference is You Conference	\$182.97
35595	613	DELTA DENTAL	8/14/17	Dental Insurance premiums- August 2017	\$564.49
35596	614	DEMCO	8/14/17	Book Jackets, Book Pockets, Paper Processing	\$566.68
35597	615	DEMOTTE DECORATIVE STO	8/14/17	Red Mulch	\$679.00
35598	616	DONNA BARKO	8/14/17	Mileage 6/7 - 8/2/17: bank deposits, return ILLs, Transport, Mail Certified Letter, Take Paperwork to County Clerk	\$26.32
35599	617	EDWARD P. DUMAS	8/14/17	Legal Assistance: Real Estate Purchase	\$1,000.00
35600	618	ENA SERVICES LLC	8/14/17	Internet service for July 2017	\$1,770.24
35601	619	FAEGRE BAKER DANIELS LLP	8/14/17	Legal Assistance: FMLA	\$172.00
35602	620	FINDAWAY WORLD, LLC	8/14/17	Playaway Views	\$799.92
35603	621	GAYLORD BROS., INC.	8/14/17	Microfilm Cases	\$58.04
35604	622	HAMSTRA BUILDERS, INC.	8/14/17	Wh: HVAC Making Noise & Repaired, Rebuilt and replaced Blown Assembly in Make up air Unit	\$947.80
35605	623	HP Products	8/14/17	Paper Towels, Hand Towels, Bath Tissue, Spectrum Trash Bags, Citrus Neutral Cleaner, Cleme Glass Cleaner	\$433.99
35606	624	INDIANA LIBRARY FEDERATIO	8/14/17	2017 District 2 Attendee Registration - Janice Wilma	\$60.00
35607	625	INDIANA WASTE SERVICE	8/14/17	DeM: Trash Pick-up, August 2017	\$89.70
35608	626	INSCCU - ASFE	8/14/17	Garnishment: Saul Hernandez Child Support Fee 2017	\$55.00

F6b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35609	627	KIRBY RISK CORPORATION	8/14/17	Lamps	\$108.90
35610	628	LINDA POORTENGA	8/14/17	Mileage 6/22 - 7/21/17: Patron Book Delivery, Books 2 Bridge	\$49.49
35611	629	MIDWEST TAPE	8/14/17	DVDs	\$33.59
35612	630	NETWISE RESOURCES	8/14/17	Wh & Rens: staff copier quarterly service agreement	\$1,031.35
35613	631	NICKOLE HACHLICA	8/14/17	Mileage: 5/23 - 5/24/17: Summer Reading School Visits	\$13.91
35614	632	NIPSCO	8/14/17	Gas & electric service	\$6,372.10
35615	633	NITCO	8/14/17	DeM: Local Phone & Fax Service August 2017	\$162.00
35616	634	OFFICE DEPOT	8/14/17	Wipes, Film Proteco, Expo Markers, Sheet Protecto, Antistatic Cleaning Spray, Sharpies, paper clips, Kleenex, top wire memo book, Large binder clips, Copy paper, Soap dispenser refills, magic tape	\$733.47
35617	635	PATTY EENIGENBURG	8/14/17	Mileage: 7/26/17 Transport	\$3.75
35618	636	PRECISION CONTROL SYSTE	8/14/17	Rens: Reheat Control Valves & One Hydraulic Actuator Leaking, Replaced Fuses on Cir. Pump, Megohmed motor, chiller down - replaced motor & housing, installed new flange & coupler insert, Changed out valve & linkage for VAV #3 Dem: Replaced Control Valve & Linkage & replaced Actuator	\$3,445.91
35619	637	PROQUEST LLC	8/14/17	Microfilm: Jasper County Democrat 1947; Jasper Republican 1874; Jasper County News 1951, 1954, & 1957; People Pilot 1892; Democratic Sentinel 1877	\$3,120.90
35620	638	QUILL CORPORATION	8/14/17	Small Binder Clips, Blue Pens, Black Pens, 436A Black laserjet cartridge, 435 Black laserjet cartridge, rubber bands, Bic correction tape, Ajax dish soap, Valtz cd file folders, Pledge furniture polish, Book tape, Velcreo coins, Ecofoldrclasp	\$467.23
35621	639	RAINBOW PRINTING	8/14/17	Library Cards, Digital Library Cards	\$1,407.00
35622	640	RENSSELAER CHAMBER OF C	8/14/17	2017 Luncheon Meeting - January, February, March, April, May, & June 2017	\$60.00
35623	641	RENSSELAER LAUNDRY ROO	8/14/17	Laundry Service July 2017	\$20.00
35624	642	REPUBLIC SERVICES #715	8/14/17	Wh: Trash Service- August 2017	\$100.69
35625	643	ROEING CORPORATION	8/14/17	Dell transfer Kit, Dell Paper pick-up roller assembly	\$199.00
35626	644	STAPLES CREDIT PLAN	8/14/17	Scotch Thermal Laminator Pouches	\$25.14
35627	645	SVT, LLC	8/14/17	Anime Club Expenses & Summer Reading Expenses	\$26.78
35628	646	THE LIBRARY CORPORATION	8/14/17	Library Serials Support November 2017 - October 2018 Acct# 960058	\$2,606.00
35629	647	THOMSON REUTERS - WEST	8/14/17	Continuations	\$396.00
35630	648	TRU-GREEN LIMITED PARTNE	8/14/17	Wh: Ornamental Bed Weed Control	\$210.70
35631	649	UNIQUE MANAGEMENT SERVI	8/14/17	Collections: Initial/Secondary Placements- July 2017	\$143.20
35632	650	VISION SERVICE PLAN	8/14/17	Vision Insurance Premiums- August 2017	\$226.67
35633	651	WALL STREET JOURNAL	8/14/17	Rens: Newspaper subscription Acct# 010560578589	\$478.88
35634	652	WAL-MART COMMUNITY/SYN	8/14/17	Wipes, Grey Paint, Staff Anniversary Card, Summer Reading Supplies, Children's supplies, Storytime snacks, DVD, Maker Program supplies,	\$319.03
35635	653	WHEATFIELD CHAMBER OF C	8/14/17	Sandhill Crane Festival 10x10 Booth	\$40.00
35636	654	WORLD BOOK INC.	8/14/17	World Book Database subscription	\$995.67
35637	655	AFLAC	8/14/17	Supplemental Insurance August 2017	\$701.88
35638	656	BAKER & TAYLOR	8/14/17	Books, Continuations, AV, Auto. Yours, B & T Licenses	\$9,191.52
35639	657	BAKER & TAYLOR ENTERTAIN	8/14/17	DVDS, CDs	\$1,665.93
35640	658	BUSINESS CARD	8/14/17	Digipalooza Travel Lunch, Book Discussion Expenses, Counterparts Lunch, Summer Reading Prizes, Summer Reading Expenses, Teen Volunteer Party, DeMotte Tools, Shears, Graphite Lubricant, Reference Counterparts Lunch, B2B Lunch	\$505.87
35641	659	CAROLYNN DeVRIES	8/14/17	Mileage 8/8/17: Genealogy - Charles Halleck	\$23.54
35642	660	CENTER FOR CREATIVE SOL	8/14/17	Staff Development Day presenter, Assessment for 41 Participants	\$1,491.50
35643	661	CENTER FOR CREATIVE SOL	8/14/17	Staff Development Day Presenter	\$1,400.00

F6C

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35644	662	CENTURYLINK	8/14/17	Rens & WH: Local Phone & Fax Service August 2017	\$602.34
35645	663	DEBORAH KRISTOFF	8/14/17	Mileage: 8/3-8/9/17: Digipalooza Conference, Branch Counterparts; Tolls Traveling to Digipalooza	\$437.20
35646	664	DELL MARKETING L.P.	8/14/17	Toner	\$133.94
35647	665	HAINES & COMPANY, INC.	8/14/17	Northwest Indiana Directories	\$414.50
35648	666	KIMBERLY ZEBICK	8/14/17	Refund of Patron Overpayment	\$87.05
35649	667	LAURIE STEELE	8/14/17	Online Database (Read the Books) 7/1/17-6/30/18	\$940.00
35650	668	MOTION PICTURE LICENSING	8/14/17	License Certificate - Rensselaer Lib (10/01/2017 - 10/01/2018)	\$113.16
35651	669	RACHAEL CAVINDER	8/14/17	Mileage 7/7/17: Storytime at Jasper County Fair	\$26.76
35652	670	RELIABLE EXTERMINATORS, I	8/14/17	DeM: Interior & Exterior Treatment	\$280.00
35653	671	ROEING CORPORATION	8/14/17	Vmware vSphere 5.0 kit 3 yr contract, Veeam backup essentials 3 year contract	\$1,710.00
35654	672	SHOWCASES	8/14/17	Clear Polyester Label Protectors	\$39.90
35655	673	TRU-GREEN LIMITED PARTNE	8/14/17	DeM & Rens: Insect & Disease Control	\$192.95
35656	674	ULINE	8/14/17	Economy Strap Tape, Standard Cd Cases, Replacement bag for H-1336	\$421.01
35657	675	NIMBO IP LLC	8/14/17	Equipment & Setup of new phone system	\$14,375.00
Total Amount of Claims					\$158,213.14

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 14, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$158,213.14

Date this 14th day of August, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Sept

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 11, 2017, 6pm
Wheatfield Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of August Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10, R 12, R 16)

General Business

2018 Budget Hearing (R 16)
DeVries Request (R 16)
Exercise of Option to Purchase – Hubers (R 16)
Wheatfield Library Annual Report (R 16)

Action
Action
Action
Information

Director's Report (R 16-R 20)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

August 14, 2017
Rensselaer Library

Present: Jody Melton, Kevin Kaluf, Janelle Harper, Natalie Waling, Kristie Housman, Mark Heinig, Patricia Stringfellow, Rayann Gilmore, Melissa Widner

Absent: Janet Umlauf

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports, Public Records Policy revisions, and Resolution to Continue in the Public Library Internet Consortium were approved as presented, on a motion by N. Waling, seconded by K. Kaluf. Motion passed.

Annual Report of Webmaster: Webmaster, Melissa Widner, reported the Awesome Box software that the Library had been using since 2014 to record items patrons thought were 'awesome' stopped working suddenly in October 2016. To continue this program, she was able to create a way for staff to continue to mark items as awesome. Patrons can then view lists of awesome items on the Library's website and see the item in the catalog. Patrons really enjoy being able to designate items as 'awesome' and also being able to browse items that others have recommended. Internet browsers have started designating website as secure or not secure based on whether the website address begins with 'http' (not secure) or 'https' (secure). We worked with TLC and were able to switch all of our TLC web-based interfaces, such as the catalog where patrons input their library card number and pin number to access their account, to https. We are currently investigating getting a security certificate for the library's main website so it can be designated as secure as well. The Library now has a video tutorial database called Niche Academy. Patrons can watch video tutorials on how to use many other databases that the Library has. Niche Academy provides & updates many of the tutorials. We also have the ability to create our own tutorials for patrons as well as staff training videos. Melissa explained that she continues to work on more tutorials for Niche Academy, documentation & procedures, and a new website design in the next year or two.

2018 Budget: The Budget Committee consisting of M. Heinig (Chair), K. Kaluf, and J. Melton met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2018 Budget. The growth quotient for the 2018 Budget is 4%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep on July 31. This meeting went well. The total of the combined budgets for Operating (\$2,735,708), BIRF (\$164,070), and Rainy Day (\$268,273) is \$3,168,051. K. Housman moved to advertise the 2018 Budget as presented, seconded by N. Waling. Motion passed.

Water/Sewer Service, DeMotte Library: To turn off the water and sewer service at the new property located at 220 10th Street SW, DeMotte, the Board needs to officially declare that there are no plans to have an inhabitant, that the house will eventually be razed, and that there are no plans to erect a building on that site. In addition to the board declaration we also have to:

1. Dig up the sewer line, cut it, cap it, and leave it visible for DeMotte Sewer Department to inspect.
2. Dig up water service (At the main there is a valve, a corp stop. The valve is to be turned off. The line is to be cut close to the valve and plugged or capped. Pull the buffalo box and the valve under it.) DeMotte Public Works needs to inspect this too.
3. Remove the pit (described as 22", 4 feet deep). Put backfill in the hole. DeMotte Public

Works needs to inspect.

Then the service will be completely off and billing will cease. In 2015 we only did step one above for our first property purchase as that is what the town required at that time. Now they are requiring more work and want us to go back and do items 2 and 3 at the first property. We have received a quote from Hamstra for this work. The cost is about \$3500. The work will be scheduled soon. J. Harper moved to officially declare that there are no plans to have an inhabitant, the house will eventually be razed, and there are no plans to erect a building on the site located at 220 10th Steet SW, DeMotte, seconded by K. Kaluf. Motion passed.

Permission to Send Charlie Halleck Reel to Reel & Cassette Tapes Offsite for Conversion: Our newly donated collection of Charlie Halleck materials includes audio on 7" reel to reel and cassette tapes. We wish to convert these old formats to MP3 files so that these files may be accessible online, but we do not have the equipment to do so. The Indiana State Library recommended Movie Tyme Video Productions in Indianapolis for this work. We have contacted Movie Tyme and have learned that they can copy the files for us at 256 KB and deliver to our Dropbox account. Cost for this conversion is slightly more than \$200. Board approval is needed to take these tapes off site for conversion. The reel to reel and cassette tapes will be hand delivered and picked up by the library staff. M. Heinig moved to approve the materials being taken off site to be converted, seconded by K. Housman. Motion passed.

Library Telephones – Equipment/Service: Our current phone system was installed at all locations in 2005. In 2016 we began to experience difficulties with some equipment and functionality so we budgeted \$18,000 for a new phone system in 2017. At the beginning of the year P. Stringfellow requested that our Library Managers complete a 'state of the telephone' report for their building and submit them to her for review. After reviewing the reports it was clear that new equipment is needed. Our current telephones are dying. We reached out to our current telephone vendor, Nimbo, who installed our current system explaining our problems and began to discuss solutions. We have learned that our equipment has lasted longer than is typical (7-9 years is typical) and that our model telephone cannot be purchased new. There are a few refurbished models still out there, but to purchase new equipment we would have purchase new models. We have also learned that Nimbo offers a new option, managed phone service, and this option appeals to us because we would no longer have to deal with equipment costs, equipment upgrades, service charges, or separate phone companies. Nimbo could provide everything that we need to have phone service. We met with our Nimbo representative who explained these details and provided an estimate for moving to a managed service with his company. We also sought an estimate from another company that offers similar service, UpLync Communications. We have reviewed costs and associated details and are proceeding with managed service through our current vendor Nimbo. Both estimates were within out budget, but Nimbo is preferable because they are known to us; they offer a trial period while the other company does not; Nimbo offers free phone replacement while the other company only offers a 3-year warranty after which we would have to buy new equipment. At the front end Nimbo is more expensive for equipment and system set-up; however their monthly bill is less, so after 2.5 years the vendors are even and after that point the monthly bill is cheaper. Since we anticipate being with this service for many years this is an important consideration. Nimbo's estimate is as follows: \$14,750 for equipment & set-up and a monthly charge of \$830. UpLync's estimate is as follows: \$6416 for equipment & set-up and a monthly charge of \$1248. Moving to a managed phone service means that phone service comes through the internet not through copper wires. Our Systems Administrator has no concerns with this approach for our library.

Director's Report: Our bandwidth upgrades were complete this month: on the 12th, Wheatfield was upgraded from 10M to 20M bandwidth; on the 18th, Rensselaer was upgraded from 20M to 60M bandwidth; and DeMotte was upgraded from 10M to 20M bandwidth on May 5.

Ed Dumas continues to work on acquisition of the third and final house adjacent to the DeMotte Library.

Our Trust Indiana investment is doing well. We are very happy with the rate of return thus far.

Rich Holobowski, owner of Movie Madness in DeMotte, did contact P. Stringfellow today indicating his ability to sell movies to the library. He expressed that he had reached out to each of our libraries expressing his ability to sell and was disappointed that he had not received a call back. P. Stringfellow offered to schedule an appointment with him to discuss his proposal, but he declined at this time. P. Stringfellow expressed that when he was ready to meet, he should contact her directly to set up a meeting.

Adjournment: With no further matters for discussion J. Harper moved to adjourn the meeting at 7:05 PM, seconded by K. Housman.


Natalie Waling, Secretary


Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE
August 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	32	1	0	33
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	35	3	1	39
Blu-Ray (DBR)	178	4	7	189
Books on CD (DBKCD)	97	9	8	114
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	125	0	1	126
Digital Audiobooks (DDA)	25	3	0	28
DVD (DDVD)	1361	43	26	1430
Equipment (DEQP)	17	0	0	17
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	22	0	0	22
Fiction (DFIC)	564	28	19	611
Fiction Fantasy (DFICF)	6	2	3	11
Fiction Mystery (DFICM)	76	9	0	85
Fiction New (DFICNEW)	446	14	11	471
Fiction Science Fiction (DFICSF)	10	2	0	12
Fiction Western (DFICW)	19	1	0	20
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	77	0	0	77
Hanging Bags (DHANG)	14	0	0	14
ILL (DILL)	33	1	1	35
Internet (DINTER)	530	0	0	530
Juv. Audio book (DJAUDB)	32	0	4	36
Juv. Biography (DJBIO)	21	1	0	22
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	70	0	0	70
Juvenile Easy (DJE)	896	15	4	915
Juv. Easy Non-fiction (DJENF)	53	7	1	61
Juv. Easy Reader (DJER)	361	1	0	362
Juv. Fiction (DJFIC)	472	5	4	481
Juv. Holiday books (DJHOL)	23	0	0	23
Juv. Magazine (DJMAG)	21	0	0	21
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	315	19	2	336
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	193	0	0	193

Large Print Fiction (DLPF)	170	18	8	196
Large Print Nonfic (DLPNF)	7	1	0	8
Magazine (DMAG)	444	1	5	450
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	0	0	5
Nonfiction 100 (DNF100)	7	0	0	7
Nonfiction 200 (DNF200)	19	1	0	20
Nonfiction 300 (DNF300)	34	3	1	38
Nonfiction 400 (DNF400)	3	1	0	4
Nonfiction 500 (DNF500)	9	3	1	13
Nonfiction 600 (DNF600)	78	2	2	82
Nonfiction 700 (DNF700)	36	0	3	39
Nonfiction 800 (DNF800)	10	1	0	11
Nonfiction 900 (DNF900)	30	4	2	36
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	68	1	1	70
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	87	5	7	99
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	17	6	0	23
Software (DSWAR)	3	0	0	3
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	2	138	1	141
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	3	0	0	3
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	114	4	2	120
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	15	1	0	16
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	10	0	0	10
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	24	1	30
Blu-Ray (RBR)	3	344	3	350
Books on CD (RBKCD)	9	141	5	155
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	152	4	160
Digital Audiobooks (RDA)	0	35	2	37
DVD (RDVD)	15	2384	38	2437
Equipment (REQP)	0	4	0	4
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	23	0	23
Fiction (RFIC)	41	578	26	645
Fiction New (RFICNEW)	26	361	10	397
Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	7	0	7
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	125	0	127
Hanging Bag (RHANG)	0	8	0	8
ILL (RILL)	0	34	0	34
Internet (RINTER)	0	1137	0	1137
Juv. Audio book (RJAUDB)	1	27	0	28
Juv. Biography (RJBIO)	0	25	0	25
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	19	0	20
Juvenile Easy (RJE)	10	419	3	432
Juv. Easy Non-fiction (RJENF)	0	64	0	64
Juv. Easy Reader (RJER)	17	249	0	266
Juv. Fiction (RJFIC)	10	344	1	355
Juv. Magazine (RJMAG)	0	19	0	19
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	5	250	5	260
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJ TOD)	1	91	0	92
Large Print Fiction (RLPF)	23	292	10	325
Large Print Nonfic (RLPNF)	1	10	0	11
Magazine (RMAG)	1	334	0	335
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	0	2
Non-Fiction 100 (RNF100)	4	13	1	18
Non-Fiction 200 (RNF200)	4	10	1	15
Non-Fiction 300 (RNF300)	3	46	3	52
Non-Fiction 400 (RNF400)	0	6	0	6
Non-Fiction 500 (RNF500)	1	9	0	10
Non-Fiction 600 (RNF600)	10	183	5	198
Non-Fiction 700 (RNF700)	1	60	3	64
Non-Fiction 800 (RNF800)	1	19	0	20
Non-Fiction 900 (RNF900)	3	41	2	46
Nonfiction Blu-Ray (RNFBFR)	0	5	0	5
Nonfiction DVD (RNFDVD)	2	140	1	143
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	5	130	7	142
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	1	1	0	2
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	6	0	6
Software (RSWAR)	0	8	0	8
SRCS (SRCS) DeMotte	37	5	4	46

SRCS (From other libraries ILL-SR)	0	0	0	0
SRCS (SRCSW) Wheatfield	5	6	21	32
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	1	5	0	6
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	9	81	7	97
YA Music CD (RYACD)	0	29	2	31
YA Nonfiction (RYANF)	0	5	0	5
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	0	12	14
Blu-Ray (WBR)	0	2	256	258
Books on CD (WBKCD)	22	1	122	145
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	9	4	144	157
Digital Audiobooks (WDA)	2	0	18	20
DVD (WDVD)	6	30	2036	2072
Equipment (WEQP)	0	0	19	19
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	21	21
Fiction (WFIC)	35	29	273	337
Fiction Fantasy (WFICF)	0	0	9	9
Fiction Mystery (WFICM)	4	4	50	58
Fiction New (WFICNEW)	18	6	219	243
Fiction Science Fiction (WFICSF)	0	0	9	9
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	33	34
Hanging Bags (WHANG)	0	2	10	12
ILL (WILL)	0	1	39	40
Internet (WINTER)	0	0	319	319
Juv. Audio book (WJAUSB)	3	1	28	32
Juv. Biography (WJBIO)	0	6	5	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	0	15	17
Juvenile Easy (WJE)	17	11	433	461
Juv. Easy Non-fiction (WJENF)	0	0	58	58
Juv. Easy Reader (WJER)	8	4	411	423
Juv. Fiction (WJFIC)	28	5	302	335
Juv. Magazine (WJMAG)	0	0	13	13
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	2	12	172	186
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	2	213	217
Large Print Fiction (WLPF)	14	13	181	208
Large Print Nonfic (WLPNF)	2	0	7	9

Magazine (WMAG)	3	0	346	349
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	1	0	5	6
Non-Fiction 200 (WNF200)	2	0	9	11
Non-Fiction 300 (WNF300)	4	3	13	20
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	13	13
Non-Fiction 600 (WNF600)	5	4	48	57
Non-Fiction 700 (WNF700)	2	0	24	26
Non-Fiction 800 (WNF800)	0	2	2	4
Non-Fiction 900 (WNF900)	6	2	18	26
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	2	119	122
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	7	3	46	56
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	2	2
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	7	8
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	13	12	146	171
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	2	2
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	7783	8838	6528	23149

CIRCULATION BY HOLDINGS CODE
August 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	32	1	0	33
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	42	27	14	83

Blu-Ray (BR)	183	355	266	804
Books on CD (BKCD)	128	151	135	414
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	138	156	149	443
Digital Audiobooks (DA)	27	38	20	85
DVD (DVD)	1382	2457	2100	5939
Equipment (EQP)	17	4	19	40
See librarian (ERR)	0	0	0	0
Express Book (EXP)	22	23	21	66
Fiction (FIC)	640	635	318	1593
Fiction Fantasy (FICF)	6	2	12	20
Fiction Mystery (FICM)	80	13	50	143
Fiction New (FICNEW)	490	381	240	1111
Fiction Science Fiction (FICSF)	10	2	9	21
Fiction Western (FICW)	19	1	2	22
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	7	0	7
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	80	125	33	238
Hanging Bags (HANG)	14	10	10	34
ILL (ILL)	33	36	40	109
Internet (INTR)	530	1137	319	1986
Juv. Audio book (JAUDB)	36	28	32	96
Juv. Biography (JBIO)	21	32	5	58
Juv. Book on CD (JBKD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	73	19	15	107
Juvenile Easy (JE)	923	445	440	1808
Juv. Easy Non-Fiction (JENF)	53	71	59	183
Juv. Easy Reader (JER)	386	254	411	1051
Juv. Fiction (JFIC)	510	354	307	1171
Juv. Holiday (JHOL)	23	0	0	23
Juv. Magazine (JMAG)	21	19	13	53
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	322	281	179	782
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	1	0	1
Juv. Toddler (JTOD)	196	93	213	502
Large Print Fiction (LPF)	207	323	199	729
Large Print Nonfic (LPNF)	10	11	7	28
Magazine (MAG)	448	335	351	1134
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	2	1	8
Non-Fiction 100 (NF100)	12	13	6	31
Non-Fiction 200 (NF200)	25	11	10	46
Non-Fiction 300 (NF300)	41	52	17	110
Non-Fiction 400 (NF400)	3	7	1	11
Non-Fiction 500 (NF500)	10	12	14	36
Non-Fiction 600 (NF600)	93	189	55	337
Non-Fiction 700 (NF700)	39	60	30	129
Non-Fiction 800 (NF800)	11	22	2	35
Non-Fiction 900 (NF900)	39	47	22	108
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	71	143	121	335
Nonfiction (NFIC)	0	0	2	2
Nonfiction New (NFNEW)	99	138	60	297
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	4	1	0	5
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	21	50	64	135
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	17	12	2	31
Software (SWAR)	3	8	2	13
SRCS (SRCS) DeMotte	37	5	4	46
SRCS (From other libraries III-SRC	2	138	1	141
SRCS (SRCSW) Wheatfield	5	6	21	32
Vertical File (VF)	0	3	0	3
VHS	0	0	0	0
YA Audio book (YAUDB)	4	5	0	9
YA Biography (YAB)	0	1	0	1
YA Books on CD (YABKCD)	0	1	7	8
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	136	97	155	388
YA Music CD (YACD)	0	29	2	31
YA Nonfiction (YANF)	15	6	2	23
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	10	0	1	11
				0
Free reads	412	215	181	808
Games/Puzzles	19	41	0	60
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8235	9144	6771	24150

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1896	1595	1033	4524
Nonfiction	504	693	347	1544
CHILDREN'S BOOKS				
Fiction	2047	1147	1371	4565
Nonfiction	419	385	243	1047
YA BOOKS				
Fiction	216	222	188	626
Nonfiction	15	7	2	24
Magazines, Adult	448	342	351	1141
Magazines, Children	21	19	13	53
Sound Recordings, adult	297	351	311	959
Sound Recordings, ch	123	86	59	268
Online databases	0	0	0	0
Software	3	8	2	13

SRCS	44	149	26	219
Vertical file	0	3	0	3
VHS/DVD/Blu-Ray	1636	2955	2487	7078
Equipment	17	4	19	40
Total	7686	7966	6452	22104
 A-V Circulation	 2059	 3400	 2859	 8318
A-V Circulation as % of total	26.8%	42.7%	44.3%	37.6%

August 2017

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	

[illegible]

Fiction	130	3	1,896	88	36	1,595	112	0	1,033	4,524
Nonfiction	68	4	504	125	160	693	34	3	347	1,544
CHILDREN'S BKS										
Fiction	44	0	2,047	210	7	1,147	47	3	1,371	4,565
Nonfiction	39	32	419	29	233	385	23	1	243	1,047
YA BOOKS										
Fiction	4	10	216	25	133	222	16	0	188	626
Nonfiction	10	0	15	2	0	7	1	0	2	24
Magazines,Adult			448			342			351	1,141
Magazines, Child			21			19			13	53
Games, Toys										0
Sound Rec/Adult	12	0	297	52	0	351	45	1	311	959
Sound Rec/Child	10	0	123	19	0	86	1	48	59	268
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	3	0	0	8	0	0	2	13
SRCS			44			149			26	219
Vertical Files	0	0	0	0	0	3	0	0	0	3
VHS/DVD/BluRay	123	2	1,636	204	7	2,955	103	24	2,487	7,078
Equipment			17			4			19	40
TOTAL	440	51	7,686	754	576	7,966	382	80	6,452	22,104

[illegible]

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	80,962	74,505	59,763
Circulation Increase/Decrease	-2.7%	-17.0%	17.2%

[illegible]

Current month's Circulation	23,002	22,104	-3.9%
Jan. to date circulation	179,554	177,851	-0.9%



DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
22,598	22,725	16,040	16,092	15,524	15,636
18,569	18,633	19,542	19,507	9,690	9,721
16,438	16,482	13,530	13,733	12,994	13,038
8,992	8,999	6,546	6,342	6,751	6,773
2,397	2,391	3,256	3,148	3,074	3,090
612	622	382	384	267	268
				2	2
0	0		0	0	0
3,879	3,891	177	229	4,427	4,471
690	700	4,391	4,410	929	882
20	20	646	646	16	16
209	209	17	17	-11	-11
106	106				
5,945	6,066	9,658	9,855	5,741	5,820
118	118	142	142	57	57
80,573	80,962	74,327	74,505	59,461	59,763

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

August 2017

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	218	47	205	44	226	49	649	141
LOCAL HISTORY								
In person	8	2	7	2	0	0	15	4
Letters written	2	2	6	6	0	0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	530	22	1137	47	319	13	1986	83
Internet use-Wireless	2232		2759		775		5766	
Computer software used	0	0	0	0	0	0	0	0
VCR Use	0	0	0	0	0	0	0	0
Microforms	8	1	5	1	0	0	13	2
CD ROM/Online databases	0	0	0	0	0	0	0	0
Public FAX24	38		29		22		89	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	14	5	5	2	21	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	26		5		0		31	
Outreach activities	43	43	27	18	0	0	70	47
Notarized documents	15	4	15	4	9	2	39	10
Meeting Room Use (no. of group)	51	17	45	15	21	7	117	39
Study room use	35	3	44	4	26	2	105	9
Proctoring	0	0	1	1	3	2	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1658	
IN-HOUSE USE ITEMS	527		208		110		845	
SELF-CHECKOUT USE	181		427		246		854	
INTERLIBRARY LOANS								
Requests made for:							269	67
Items rec'd for:							305	153
Items requested by other libraries							65	
Items supplied to other libraries							65	33

REGISTRATIONS

Total Borrowers	7776	11770	4953	24499
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	297	492	130	919

Number of New Patrons Added

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	3	18	0	0	3	18
Children's Programs (0-13)	9	54	7	42	3	18	19	114
Number attending	494		106		23		623	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	103		119		4		226	
Adult Programs	6	36	3	18	1	6	10	60
Number attending	303		89		12		404	
Senior Citizen Programs	13	78	3	18	3	18	19	114
Number attending	52		60		21		133	
Total Number of Programs	28	168	17	102	8	48	53	318
Total Persons Attending	952		374		60		1386	
Total Attending Same Month Last Yr.	906		90		153		1149	
Total Staff Hours Spent		310		248		125		921
Total Number of In-House Program	22		16		7		45	
Total Attendance	235		258		52		545	
Total Number of Outreach Program	6		1		1		8	
Total Attendance	717		116		8		841	

CIRCULATION BY PATRON CODE

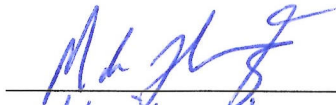
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4637	60.3%	5436	68.3%	4568	71.5%	14641	66.5%
Corporate	8	0.1%	49	0.6%	0	0.0%	57	0.3%
Juvenile 0-11	113	1.5%	139	1.7%	18	0.3%	270	1.2%
Juvenile-AV	743	9.7%	883	11.1%	674	10.5%	2300	10.4%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	224	2.9%	257	3.2%	97	1.5%	578	2.6%
Reciprocal Juvenile	2	0.0%	2	0.0%	0	0.0%	4	0.0%
Reciprocal Juvenile AV	133	1.7%	22	0.3%	0	0.0%	155	0.7%
Reciprocal YA	3	0.0%	11	0.1%	0	0.0%	14	0.1%
Reciprocal YA AV	0	0.0%	1	0.0%	0	0.0%	1	0.0%
School	0	0.0%	16	0.2%	0	0.0%	16	0.1%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	25	0.3%	0	0.0%	25	0.1%
SRCS	0	0.0%	61	0.8%	0	0.0%	61	0.3%
Staff	1589	20.7%	661	8.3%	756	11.8%	3006	13.6%
Walking books	62	0.8%	175	2.2%	0	0.0%	237	1.1%
YA 12-17	14	0.2%	29	0.4%	5	0.1%	48	2.8%
YA-AV	156	2.0%	188	2.4%	272	4.3%	616	2.8%
Total	7684		7957		6390		22031	
All items borrowed by nonresidents	362	4.7%	336	4.2%	97	1.5%	795	3.6%

**Salary Ordinance 2017
Updated 9/11/17**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Shakti PeShewa	Clerk	\$9.97	8/16/17	12	R

We have hired Shakti PeShewa as Rensselaer Clerk, replacing Cori Lane who no longer works for the library.

We have examined and approved the changes to the 2017 Jasper County Public Library Salary Ordinance. Dated 9/11/17.



 Kristi Honsman

 Janet Umlauf

 Judy Melton

JASPER COUNTY PUBLIC LIBRARY

Mission Statement

The Jasper County Public Library's mission is to inform, enrich and empower our diverse community.

Role

- The Library provides easy access to:

Books
Magazines
Newspapers
CDs
VHS/DVDs/BluRays
Hotspots

Audio Books/Playaways/Ebooks
Computer Software
Research Materials
Wired & Wireless Internet
Computers/Printers/Scanners

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The Library is a center for access to local history and genealogical resources relevant to Jasper County.
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- Trained staff assists users in making full use of library resources, programs, and facilities.

Our Values

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.
- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.
- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

Adopted 1/17/95; revised 9/17

Blu-ray, VHS and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older, or 17 years of age and younger with a consent form signed by a parent/legal guardian, to borrow Blu-ray/VHS/DVDs.
3. Loan period for entertainment Blu-ray/VHS/DVDs will be one week including Sundays and holidays with ~~no~~ one renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/VHS/ DVDs will be three weeks, with one renewal.
4. If an item has been borrowed for a public performance, it is the borrower's responsibility to determine that the Blu-ray/VHS/DVDs has been cleared for public performance.
5. Each person may borrow five (5) entertainment Blu-ray, five (5) entertainment VHS, five (5) entertainment DVDs, five (5) nonfiction Blu-ray five (5) nonfiction VHS, and five (5) nonfiction DVDs which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. Blu-ray, VHS or DVDs may be placed on hold.

Adopted 5/94; revised 9/17

August 12, 2017

Patty Stringfellow
Jasper County Library Board
208 W. Susan St.
Rensselaer, IN 47978

Dear Patty and Library Board Members,

Thank-you for considering our salvage request and your positive response to that request.

We would like to remove the following items:

Carpeting and padding
Furnace and attached ducting
Hot water heater
Garage door opener
Light fixtures
Interior doors with frames

These items are salvageable and useable but have no saleable value.

We trust you will consider this request at your August 14 meeting and return a timely response.

Sincerely,



Lois and Jeff DeVries

Director's Report August 2017

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policy Review: The following policies are up for review in September: Board Bylaws, JCPL Mission/Role/Values, Blu-ray, VHS, and DVD Policy, and Group Visit Policy. No revisions are recommended to Board Bylaws or the Group Visit Policy. Revisions are recommended to JCPL Mission/Role/Values (added hotspots) and Blu-ray, VHS, and DVD Policy (to allow one renewal for entertainment items which we think patrons will appreciate). Please R 10 and R 12. **If you approve the Consent Agenda, you will approve revising the JCPL Mission/Role/Values and Blu-ray, VHS, and DVD Policy as presented.**

General Business:

2018 Budget Hearing: You will hold your hearing for your 2018 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

DeVries Request: The Library has received a written request from Lois and Jeff DeVries. Please see R 14. This matter will be addressed at our September board meeting. Ed Dumas will be present to discuss this request.

Exercise of Option to Purchase – Hubers: Appraisals have been obtained for the Hubers property located adjacent to the DeMotte Public Library. Ed Dumas will be present to explain the appraisals.

Wheatfield Library Annual Report: Evie Bristol and Rachael Cavinder will present their annual report of impacts at the September Board meeting.

Director's Report:

Staff Development Day will be held September 8. This year we will travel to the Center for Creative Solutions in Michigan City where trainers Cindy Hedge and Keri Marrs Barron will present Workplace – Beyond Nice! – Part II (it is a follow up to last year's Staff Development Day, a deeper dive) the content will build on last year's training fundamentals. We will take an in-depth look at bullying and happiness; other areas of incivility may be touched upon as well. The training will

include practical tools, techniques, and attitudes that may assist staff, individually and collectively, deal with bullying and achieve personal and professional fulfillment. We will raise staff's ability to address bullying and other forms of incivility through conflict resolution tools and techniques. We will help staff sharpen individual and collective skills when serving and working with challenging colleagues and patrons. Handouts will reinforce learning. The day will feature lecture, small and large group discussions, scenarios, questions, answers, etc., and the trainers are incorporating FourSight, a creative problem solving self-assessment and training module which is a multi-question assessment that reveals where our energies lie in the innovation process. Every profile contributes in some way. This will be explained, discussed, and incorporated into the training so that staff understands themselves and how they fit into the bigger picture. LEUs will be earned, and the libraries will be closed to the public as approved by the Board. This is the first year we have taken our Staff Development Day activities offsite to a training facility. It will be good to take a break from hosting in-house which can be a distraction for the host library staff and be in a new, neutral environment. Our trainers are very detailed oriented and are offering excellence in training and hospitality.

It is time to provide a quarterly report on our progress with Long Range Plan and Technology Plan goals. Here is what we have accomplished since my last report: replaced old PCs with new; updated our bandwidth at all locations; in conjunction with these updates, we updated our wireless bandwidth allotment to half of our new bandwidth; continued to digitize oral histories; digitized Wheatfield yearbooks ; digitized additional Rensselaer yearbooks; began process to digitize Halleck collection; added Advanced Share in Overdrive in partnership with consortium; researched and selected new phone system; evaluated need for SofTrack and decided to discontinue use; attended various workshops, conferences, webinars (Digipalooza, workshop covering emerging technology, planning for technology, and virtual reality, Basic PC Troubleshooting); continued to provide one-on-one device assistance; evaluated patron usage of Library PCs; researched email archiving; set up Digital Access Cards for new school year; continue to evaluate mobile laptop lab; migrated from PCCop to Envisionware PC/Print management system; researched offering downloadable games on library games computer in-house; did various E-rate-related tasks; rearranged adult fiction collection at Wheatfield Library; offered various outreach programs at schools and care centers; attended Jasper Foundation Volunteer Workshop; provided story time at the Jasper County Fair, attended various counterparts meetings, hosted Makerspace and Branch Managers Counterparts meetings; public service staff completed database reference quiz; continued with 10-Day Challenge initiative; planned and implemented Summer Reading programs; Board advertised 2018 Budget; marketed the library at the DeMotte Back to School Fair; proctored exams; purchased property; offered various eclipse-related programs and distributed free eclipse glasses (obtained with a grant); skyped with an author at a book discussion; continued to finesse the Rensselaer

attic (LEAN); added tree art to the wall of the DeMotte story time room; partnered with Extension Office to offer Block Programs at our libraries.

In August Evie and I manned a library booth at the DeMotte Back-to-School Fair held at Spencer Park. What a wonderful community event. We spoke with many students and parents about the library and gave away school-related promotional items. This is one of my favorite outreach activities because we engage so many children and adults in a short period of time. It is a busy, upbeat outreach activity.

In September we will be a host site for a Workforce Innovations Network meeting, facilitated by the Indiana Department of Workforce Development. Employers and leaders will gather to discuss education/training needs in our region. The Indiana Library Federation asked select libraries to host these meetings as Indiana libraries do have a role in education, training, and workforce development. In our communities there are opportunities centered around adult literacy, training, grants, and collaboration. I look forward to the conversation which relates well to our Long Range Plan goals to be a collaborative community partner and to engage our community in lifelong learning. Other host libraries include: Allen County Public Library, Evansville Vanderburgh Public Library, Lake County Public Library Elkhart Public Library, West Lafayette Public Library, Vigo County Public Library, Kokomo Howard County Public Library, and Indy Public Library to name a few. Our meeting will be Wednesday, September 13 from 1pm to 4pm at the Rensselaer Library.

One of the top stories for August was the solar eclipse! In April the Indiana State Library made us aware of a grant opportunity. The Space Science Institute (SSI) was awarded a grant from the Gordon and Betty Moore Foundation that would provide 1.26 million free eclipse glasses and other resources for 1,500 public libraries across the nation. The Research Corporation and Google would also be providing glasses and materials that added an additional 740,000 glasses, bringing the total to over two million glasses to be distributed to more than 2,400 libraries. Evie, as chair of our Grants Committee, applied for this grant, and we were awarded safe eclipse viewing glasses. Each of our libraries had glasses to giveaway, and as word spread, we had lines out the door until all glasses had been distributed. We live streamed the NASA broadcast on our marketing TVS and each library planned special, educational events centered around the eclipse. I received a hand written thank you note from one community leader who said, "Thanks so much for providing the free safety glasses for viewing the eclipse. We, and many of our customers, put them to good use and loved it! A great learning experience!"

Digital Access Cards have been distributed to both KV and Rensselaer Schools. This fall we reached out to Covenant Christian High School and DeMotte Christian Schools to see if they would be interested in a digital access card for their students. They were very excited about and receptive to our offer. DeMotte Christian School has requested 150 cards. We are still waiting to hear from

Covenant Christian. Digital Access Cards are important because they provide easy access to our digital collections for school students and staff in our service district.

System Administrator News

Sheila and Evie attended a NICCL Workshop at the Allen County Public Library where topics included planning for technology, virtual reality, and emerging technology which was particularly useful and informative. Sheila also viewed an Indiana State Library Graphic Design Webinar and learned some tips for creating attractive posters and images that will be useful in creating images for social media.

She addressed several pc and server issues and continued tweaking settings for Envisionware, organizing installation and configuration notes. Switching from PC Copy to Envisionware has been challenging for patrons and some have been very vocal in their displeasure. We continue to do all that we can do to offer the very best patron experience recognizing that change is difficult. We had very few options from which to pick, and Envisionware seems the best option even though there are growing pains for staff and patrons.

Technical Services News

Becky reports, "We had another meeting of the 10- Day Turnaround... I shared information and sample cases from Mid-West Tape. I am to get some more information regarding pre-processing. Mel spoke with me about repairing the links in Learning Express records. It seems that they changed their URL, and the link in all of the PAC records is broken. This is something I believe can be fixed globally, and I will look into it in September. This is the second month of the new ordering guidelines/cutbacks. We are making headway toward getting caught up.

DeMotte Library News

Debbie explains, "The Solar Eclipse event was a very big event. Sheree shared, "I have been shocked at the amount of people calling for our solar glasses. I wish we had kept a record of how many calls came in. The local radio station also called us to see if and when we were giving out glasses. Each branch had the freedom to decide how to give away their 300 glasses. DeMotte chose to give out glasses to everyone in our eclipse programs first. Then, on Friday the 18th, we opened it up to all patrons. It was first come, first serve with a limit of 2 per person. We had a line of about 15 patrons waiting outside our doors for us to open on Friday the 18th. We set up a table away from the circulation desk, so that patrons who wanted to check out books wouldn't have to wait. We had 137 solar glasses to give away after our eclipse programs ended. They were gone in one hour forty-five minutes when we opened our doors on the 18th. On Monday, the 21st, we streamed the live coverage of the solar eclipse from our Marketing

TV - thanks to Marlene and her 'figuring out how to do it'. What a magnificent Event!! The next big eclipse is 2024, so the library has time to recover."

Debbie continues, "We have all completed the required assessment test for Staff Development Day. We are looking forward to learning and sharing together."

Rensselaer Library News

Linda reports, "One of our evening clerks, had to resign do to the SJC closing and finish her college career in Indianapolis. Her last day was on the 14th ... The Friends of the Library met, and our Fall Festival is going on hiatus for at least this year, as the closing of SJC has greatly impacted the amount of available volunteers needed for this event to be successful. The Friends of the library sponsored a musical group called the Alpine Echoes; this was a great event and well attended. The Eclipse was another spectacular event this month ... we had 73 people participate at the library during the eclipse."

Janice reports, "School is in full swing and the St. A students have begun coming to the library once a week. We always enjoy our story times with them. We had the excitement of the Solar Eclipse this month. We were able to distribute over 300 pair of special glasses for viewing the Eclipse. St. Students all received glasses and it was exciting to watch them view the eclipse. Everyone who received the glasses was very grateful."

Wheatfield Library News

Evie reports, "Youth services offered a book discussion for grades 2-5, as well as one for young adults. They also held Maker Monday...this has been a great new program, as we are having to limit the number of participants and create waiting lists. The kids love doing the fun STEM projects! We also combined <adult and children's program> forces to create and offer a family story time, which was based on the solar eclipse ... we had solar system treats (Sunny Delight, Sunkist pop, Cosmic Brownies, Star Crunch treats, Sunchips, Orbit and Eclipse gum, Starburst, and Milky Ways). During the eclipse, we live-streamed from NASA. Carolynn has been planning a number of upcoming programs, including ... an essential oils make-and-take event, a fall pallet painting program with Rustic N Chic, a Christmas cupcake decorating event, Family Hobby Day, and visit from a presenter portraying Laura Ingalls Wilder...Carolynn told me today that she was told that "Wheatfield has such cool programs!"

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

August 31, 2017

	Beginning 2017 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$690,256.72	\$185,221.00	\$1,483,684.93	\$84,994.71	\$1,407,297.46	\$613,869.25
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$865.01	\$11,565.99	\$160.00	\$10,593.90	\$13,329.26
DeMotte	\$3,743.26	\$96.28	\$2,692.89	\$0.00	\$3,126.98	\$4,177.35
Rensselaer	\$8,743.11	\$594.63	\$6,906.01	\$0.00	\$4,259.95	\$6,097.05
Wheatfield	\$1,814.98	\$174.10	\$1,967.09	\$160.00	\$3,206.97	\$3,054.86
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$15.41	\$121.27	\$181,475.62
Bond & Interest Redemption Fund	\$148,083.44	\$0.00	\$326,838.75	\$0.00	\$144,513.06	(\$34,242.25)
Rainy Day Fund	\$2,622,356.36	\$15,375.00	\$143,641.27	\$1,890.37	\$7,053.73	\$2,485,768.82
Includes Investments of: \$2,005,928.95						
State Technology Fund Grant Fund	\$0.00	\$1,770.24	\$11,528.27	\$0.00	\$16,333.34	\$4,805.07
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$0.00	\$26,792.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$216.62	\$0.00	\$198.72	\$17.77	\$144.18	\$162.08
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,036.43	\$63,011.53	\$8,036.43	\$63,011.53	\$0.00
FICA Tax Collected	\$0.00	\$7,673.75	\$59,872.84	\$7,673.75	\$59,872.84	\$0.00
State Tax Collected	\$3,329.68	\$3,384.29	\$27,098.94	\$3,478.63	\$27,247.84	\$3,478.58
County Tax Collected	\$2,486.68	\$2,589.95	\$20,668.99	\$2,675.45	\$20,857.81	\$2,675.50
Deferred Comp.	\$0.00	\$2,170.00	\$16,350.00	\$2,170.00	\$16,350.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,715.09	\$28,847.50	\$3,713.44	\$28,845.73	\$62.62
Employee Life Insur.	\$0.36	\$181.35	\$1,451.80	\$181.34	\$1,451.72	\$0.28
Employee INPRS	\$0.00	\$3,151.00	\$24,712.66	\$3,151.00	\$24,712.66	\$0.00
Garnishments	\$0.00	\$215.34	\$1,257.55	\$215.34	\$1,257.55	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$234,348.45	\$2,247,521.74	\$118,373.64	\$1,829,664.62	\$3,284,563.75

Bank Balances**Jasper County Public Library****Report as of: 8/31/17****Bank**

1	Alliance Bank	\$1,278,364.80
2	Cash On Hand	\$270.00
3	IN-02-0225-0001 TrustIndiana	\$2,005,928.95

Total all banks = \$3,284,563.75

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD/ACCT #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Fund</u>	<u>Date Invested</u>	<u>Interest Earned</u>	<u>Comments</u>
	IN-02-0225-0001	TrustIndiana	N/A	\$2,000,000.00		Rainy Day	5/15/17	\$740.93	May-17
								\$1,545.65	Jun-17
								\$1,793.44	Jul-17
								\$1,848.93	Aug-17

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	<u>\$5,928.95</u>
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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 8/1/17 To 8/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>1. Personal Services</i>								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$6,000.80	\$47,820.93	\$44,956.55	\$21,755.07	68.7
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$90,819.08	\$707,925.42	\$716,109.36	\$373,221.58	65.5
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$7,064.90	\$52,600.42	\$54,510.01	\$38,142.58	58.0
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,673.75	\$59,872.84	\$60,510.17	\$35,099.16	63.0
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$0.00	\$4,203.60	\$5,795.36	\$2,809.40	59.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$9,229.11	\$72,117.41	\$72,696.84	\$36,954.59	66.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$10,637.46	\$82,343.65	\$84,489.55	\$68,492.35	54.6
Subtotal	\$1,603,359.00		\$1,603,359.00	\$131,425.10	\$1,026,884.27	\$1,039,067.84	\$576,474.73	64.0
<i>2. Supplies</i>								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$227.53	\$0.00	\$372.47	37.9
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$740.47	\$4,112.79	\$4,874.76	\$4,387.21	48.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$726.29	\$4,321.10	\$3,330.88	\$2,178.90	66.5
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$460.74	\$2,839.63	\$3,247.25	\$5,160.37	35.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$121.90	\$234.31	\$878.10	12.2
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$17.94	\$75.30	\$186.63	\$324.70	18.8
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$199.00	\$542.83	\$161.57	\$457.17	54.3
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$2,429.69	\$12,083.44	\$6,862.39	\$3,416.56	78.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$32.88	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$4,574.13	\$24,324.52	\$18,930.67	\$17,725.48	57.8
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$172.00	\$5,598.20	\$1,600.75	\$1,901.80	74.6
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$3,024.66	\$5,669.58	\$4,168.51	\$20,894.42	21.3
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$5,770.67	\$19,291.80	\$22,755.02	\$6,135.20	75.9
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$0.00	\$16,500.00	\$18,500.00	\$100.00	99.4
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$782.07	\$4,655.13	\$2,882.77	(\$855.13)	122.5
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,471.00	\$1,753.32	\$1,529.00	49.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,444.46	\$8,909.83	\$10,732.41	\$11,090.17	44.5
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$176.49	\$5,353.95	\$4,997.05	\$3,146.05	63.0
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$162.02	\$919.23	\$832.45	\$1,080.77	46.0
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$0.00	\$1,621.50	\$1,924.18	\$74,998.50	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$580.09	\$173.90	\$19.91	96.7
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$40.00	\$1,818.48	\$1,800.00	(\$18.48)	101.0
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$212.00	\$312.00	\$88.00	70.7
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$265.00	\$18,460.00	\$16,333.00	\$8,540.00	68.4
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$3,383.58	\$15,083.75	\$9,254.50	\$29,916.25	33.5
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$6,861.98	\$62,031.43	\$58,592.44	\$37,968.57	62.0
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$325.65	\$2,082.83	\$2,402.35	\$1,917.17	52.1
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$643.85	\$4,817.50	\$4,726.21	\$2,682.50	64.2
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$6,796.36	\$32,168.56	\$35,689.07	\$85,001.44	27.5
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$138.00	\$1,086.40	\$2,862.00	4.6
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$240.60	\$232.60	\$59.40	80.2
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$546.00	\$514.00	\$1,654.00	24.8

F30

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$264.00	\$904.08	(\$14.00)	105.6
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$87.05	\$90.35	\$95.20	\$109.65	45.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$6,780.88	\$87,226.24	\$83,188.79	\$27,006.76	76.4
Subtotal	\$689,506.00		\$689,506.00	\$36,726.67	\$295,750.05	\$285,451.00	\$393,755.95	42.9
<i>4. Capital Outlays</i>								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$25.99	\$6,001.95	\$2,352.21	\$76,622.05	7.3
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	(\$107.50)	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$5,685.55	\$79,673.67	\$87,284.56	\$80,326.33	49.8
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$818.81	\$14,097.12	\$13,151.36	\$10,902.88	56.4
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$5,964.75	\$36,845.85	\$21,062.50	\$23,154.15	61.4
Subtotal	\$327,624.00		\$327,624.00	\$12,495.10	\$136,726.09	\$123,958.13	\$190,897.91	41.7
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$185,221.00	\$1,483,684.93	\$1,467,407.64	\$1,178,854.07	55.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3D

Appropriation Report for 151 RAINY DAY FUND
Jasper County Public Library

Report Date: From 8/1/17 To 8/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$1,000.00	\$6,536.55	\$0.00	(\$6,536.55)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,201.00	\$0.00	\$2,799.00	44.0
Subtotal	\$5,000.00		\$5,000.00	\$1,000.00	\$8,737.55	\$0.00	(\$3,737.55)	174.8
<i>4. Capital Outlays</i>								
4.1 LAND	\$0.00	\$229,000.00	\$229,000.00	\$0.00	\$120,528.72	\$0.00	\$108,471.28	52.6
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$51,195.00	\$0.00	\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$14,375.00	\$14,375.00	\$0.00	(\$14,375.00)	0.0
Subtotal	\$51,195.00	\$229,000.00	\$280,195.00	\$14,375.00	\$134,903.72	\$0.00	\$145,291.28	48.1
Grand Total	\$56,195.00	\$229,000.00	\$285,195.00	\$15,375.00	\$143,641.27	\$0.00	\$141,553.73	50.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155 STATE TECHN.FUND GRANT
Jasper County Public Library

Report Date: From 8/1/17 To 8/31/17

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>								
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,770.24	\$11,528.27	\$7,264.32	(\$11,528.27)	0.0
Subtotal	\$0.00		\$0.00	\$1,770.24	\$11,528.27	\$7,264.32	(\$11,528.27)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,770.24	\$11,528.27	\$7,264.32	(\$11,528.27)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List**Jasper County Public Library****Report Date: From 8/1/17 To 8/31/17**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	589	PAYROLL	8/10/17	PAYROLL	\$51,822.35
0	590	ALLIANCE BANK	8/10/17	Direct Deposit Fees July 2017	\$37.00
0	591	BILL HROMADA	8/10/17	Courier Mileage 7/16-7/31/17 (conf# 563)	\$298.53
0	592	GREAT-WEST RETIREMENT S	8/10/17	Annuity Withheld 8/10/17payroll (Conf. #565)	\$1,085.00
0	593	INDIANA CHILD SUPPORT BU	8/10/17	Child Support Garnishment: Andrea Prescaro 8/10/2017 Payroll (Payment #1890320170807153650)	\$80.17
0	594	INDIANA DEPARTMENT OF RE	8/10/17	EFT-State & County Taxes w/held July 2017 Payrolls (Ref #74408)	\$5,974.24
0	595	INPRS fbo PERF	8/10/17	8/10/17 Payroll Contributions	\$6,176.37
0	596	IRS USA TAXPAYMENT	8/10/17	EFT-FICA & Federal Taxes w/held 8/10/17 (Ref #34224495)	\$11,704.19
0	597	SPRINT	8/10/17	Hotspot Data Service July 12 - August 11, 2017 (Conf #554)	\$419.88
0	598	TOWN OF DEMOTTE	8/10/17	DeM: Sewer & Water- July 2017 (conf# 561)	\$167.64
0	599	TOWN OF DEMOTTE	8/10/17	DeM House, 220 10th St SW: Water & Sewer Service- July 2017(Conf. #562)	\$84.72
0	600	TOWN OF WHEATFIELD	8/10/17	Wh: Sewer- August 2017 (conf# 564)	\$56.65
35583	601	AARON'S LAWN CARE	8/14/17	Mowing & Edging	\$1,040.00
35584	602	ACE HARDWARE	8/14/17	Sprinkler Risers & Marking Flags, Replacement Light Bulbs, 3 Keys	\$43.64
35585	603	ANDREA PRESCARO	8/14/17	3/29 - 7/19 Mileage: Walking Books	\$17.12
35586	604	ANTHEM BLUE CROSS BLUE	8/14/17	Health Insurance premiums- August 2017	\$12,931.78
35587	605	ANTHEM LIFE	8/14/17	Life Insurance premiums- August 2017	\$109.08
35588	606	BLUETARP FINANCIAL, INC	8/14/17	Block/Concrete, Security Light, Door Holder Kick Down, Liquid Cement Crack Filler	\$56.96
35589	607	CARDINAL OFFICE PRODUCT	8/14/17	DeM: Staff Copier Maintenance 4/21/17-7/21/17	\$691.88
35590	608	CENTURYLINK	8/14/17	Long distance phone service- July 2017	\$17.73
35591	609	CONSOLIDATED INSURANCE	8/14/17	Property Insurance 220 - 10th St DeM	\$265.00
35592	610	CULLIGAN WATER CONDITIO	8/14/17	Wh: Water Cooler Rental-July 2017, 5-gallon drinking water- 6	\$55.65
35593	611	D & S COMPUTER SERVICES	8/14/17	Hosting 3rd quarter 2017	\$120.00
35594	612	DEBORAH KRISTOFF	8/14/17	Mileage: 6/6 -7/20/17: Transport, MCLS meeting, Counterparts, Difference is You Conference	\$182.97
35595	613	DELTA DENTAL	8/14/17	Dental Insurance premiums- August 2017	\$564.49
35596	614	DEMCO	8/14/17	Book Jackets, Book Pockets, Paper Processing	\$566.68
35597	615	DEMOTTE DECORATIVE STO	8/14/17	Red Mulch	\$679.00
35598	616	DONNA BARKO	8/14/17	Mileage 6/7 - 8/2/17: bank deposits, return ILLs, Transport, Mail Certified Letter, Take Paperwork to County Clerk	\$26.32
35599	617	EDWARD P. DUMAS	8/14/17	Legal Assistance: Real Estate Purchase	\$1,000.00
35600	618	ENA SERVICES LLC	8/14/17	Internet service for July 2017	\$1,770.24
35601	619	FAEGRE BAKER DANIELS LLP	8/14/17	Legal Assistance: FMLA	\$172.00
35602	620	FINDAWAY WORLD, LLC	8/14/17	Playaway Views	\$799.92
35603	621	GAYLORD BROS., INC.	8/14/17	Microfilm Cases	\$58.04
35604	622	HAMSTRA BUILDERS, INC.	8/14/17	Wh: HVAC Making Noise & Repaired, Rebuilt and replaced Blown Assembly in Make up air Unit	\$947.80
35605	623	HP Products	8/14/17	Paper Towels, Hand Towels, Bath Tissue, Spectrum Trash Bags, Citrus Neutral Cleaner, Cleme Glass Cleaner	\$433.99
35606	624	INDIANA LIBRARY FEDERATIO	8/14/17	2017 District 2 Attendee Registration - Janice Wilma	\$60.00
35607	625	INDIANA WASTE SERVICE	8/14/17	DeM: Trash Pick-up, August 2017	\$89.70
35608	626	INSCCU - ASFE	8/14/17	Garnishment: Saul Hernandez Child Support Fee 2017	\$55.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35609	627	KIRBY RISK CORPORATION	8/14/17	Lamps	\$108.90
35610	628	LINDA POORTENGA	8/14/17	Mileage 6/22 - 7/21/17: Patron Book Delivery, Books 2 Bridge	\$49.49
35611	629	MIDWEST TAPE	8/14/17	DVDs	\$33.59
35612	630	NETWISE RESOURCES	8/14/17	Wh & Rens: staff copier quarterly service agreement	\$1,031.35
35613	631	NICKOLE HACHLICA	8/14/17	Mileage: 5/23 - 5/24/17: Summer Reading School Visits	\$13.91
35614	632	NIPSCO	8/14/17	Gas & electric service	\$6,372.10
35615	633	NITCO	8/14/17	DeM: Local Phone & Fax Service August 2017	\$162.00
35616	634	OFFICE DEPOT	8/14/17	Wipes, Film Proteco, Expo Markers, Sheet Protecto, Antistatic Cleaning Spray, Sharpies, paper clips, Kleenex, top wire memo book, Large binder clips, Copy paper, Soap dispenser refills, magic tape	\$733.47
35617	635	PATTY EENIGENBURG	8/14/17	Mileage: 7/26/17 Transport	\$3.75
35618	636	PRECISION CONTROL SYSTE	8/14/17	Rens: Reheat Control Valves & One Hydraulic Actuator Leaking, Replaced Fuses on Cir. Pump, Megohmed motor, chiller down - replaced motor & housing, installed new flange & coupler insert, Changed out valve & linkage for VAV #3 Dem: Replaced Control Valve & Linkage & replaced Actuator	\$3,445.91
35619	637	PROQUEST LLC	8/14/17	Microfilm: Jasper County Democrat 1947; Jasper Republican 1874; Jasper County News 1951, 1954, & 1957; People Pilot 1892; Democratic Sentinel 1877	\$3,120.90
35620	638	QUILL CORPORATION	8/14/17	Small Binder Clips, Blue Pens, Black Pens, 436A Black laserjet cartridge, 435 Black laserjet cartridge, rubber bands, Bic correction tape, Ajax dish soap, Valtz cd file folders, Pledge furniture polish, Book tape, Velcreo coins, Ecofoldrclasp	\$467.23
35621	639	RAINBOW PRINTING	8/14/17	Library Cards, Digital Library Cards	\$1,407.00
35622	640	RENSSELAER CHAMBER OF C	8/14/17	2017 Luncheon Meeting - January, February, March, April, May, & June 2017	\$60.00
35623	641	RENSSELAER LAUNDRY ROO	8/14/17	Laundry Service July 2017	\$20.00
35624	642	REPUBLIC SERVICES #715	8/14/17	Wh: Trash Service- August 2017	\$100.69
35625	643	ROEING CORPORATION	8/14/17	Dell transfer Kit, Dell Paper pick-up roller assembly	\$199.00
35626	644	STAPLES CREDIT PLAN	8/14/17	Scotch Thermal Laminator Pouches	\$25.14
35627	645	SVT, LLC	8/14/17	Anime Club Expenses & Summer Reading Expenses	\$26.78
35628	646	THE LIBRARY CORPORATION	8/14/17	Library Serials Support November 2017 - October 2018 Acct# 960058	\$2,606.00
35629	647	THOMSON REUTERS - WEST	8/14/17	Continuations	\$396.00
35630	648	TRU-GREEN LIMITED PARTNE	8/14/17	Wh: Ornamental Bed Weed Control	\$210.70
35631	649	UNIQUE MANAGEMENT SERVI	8/14/17	Collections: Initial/Secondary Placements- July 2017	\$143.20
35632	650	VISION SERVICE PLAN	8/14/17	Vision Insurance Premiums- August 2017	\$226.67
35633	651	WALL STREET JOURNAL	8/14/17	Rens: Newspaper subscription Acct# 010560578589	\$478.88
35634	652	WAL-MART COMMUNITY/SYN	8/14/17	Wipes, Grey Paint, Staff Anniversary Card, Summer Reading Supplies, Children's supplies, Storytime snacks, DVD, Maker Program supplies,	\$319.03
35635	653	WHEATFIELD CHAMBER OF C	8/14/17	Sandhill Crane Festival 10x10 Booth	\$40.00
35636	654	WORLD BOOK INC.	8/14/17	World Book Database subscription	\$995.67
35637	655	AFLAC	8/14/17	Supplemental Insurance August 2017	\$701.88
35638	656	BAKER & TAYLOR	8/14/17	Books, Continuations, AV, Auto. Yours, B & T Licenses	\$9,191.52
35639	657	BAKER & TAYLOR ENTERTAIN	8/14/17	DVDS, CDs	\$1,665.93
35640	658	BUSINESS CARD	8/14/17	Digipalooza Travel Lunch, Book Discussion Expenses, Counterparts Lunch, Summer Reading Prizes, Summer Reading Expenses, Teen Volunteer Party, DeMotte Tools, Shears, Graphite Lubricant, Reference Counterparts Lunch, B2B Lunch	\$505.87
35641	659	CAROLYNN DeVRIES	8/14/17	Mileage 8/8/17: Genealogy - Charles Halleck	\$23.54
35642	660	CENTER FOR CREATIVE SOL	8/14/17	Staff Development Day presenter, Assessment for 41 Participants	\$1,491.50
35643	661	CENTER FOR CREATIVE SOL	8/14/17	Staff Development Day Presenter	\$1,400.00

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35644	662	CENTURYLINK	8/14/17	Rens & WH: Local Phone & Fax Service August 2017	\$602.34
35645	663	DEBORAH KRISTOFF	8/14/17	Mileage: 8/3-8/9/17: Digipalooza Conference, Branch Counterparts; Tolls Traveling to Digipalooza	\$437.20
35646	664	DELL MARKETING L.P.	8/14/17	Toner	\$133.94
35647	665	HAINES & COMPANY, INC.	8/14/17	Northwest Indiana Directories	\$414.50
35648	666	KIMBERLY ZEBICK	8/14/17	Refund of Patron Overpayment	\$87.05
35649	667	LAURIE STEELE	8/14/17	Online Database (Read the Books) 7/1/17-6/30/18	\$940.00
35650	668	MOTION PICTURE LICENSING	8/14/17	License Certificate - Rensselaer Lib (10/01/2017 - 10/01/2018)	\$113.16
35651	669	RACHAEL CAVINDER	8/14/17	Mileage 7/7/17: Storytime at Jasper County Fair	\$26.76
35652	670	RELIABLE EXTERMINATORS, I	8/14/17	DeM: Interior & Exterior Treatment	\$280.00
35653	671	ROEING CORPORATION	8/14/17	Vmware vSphere 5.0 kit 3 yr contract, Veeam backup essentials 3 year contract	\$1,710.00
35654	672	SHOWCASES	8/14/17	Clear Polyester Label Protectors	\$39.90
35655	673	TRU-GREEN LIMITED PARTNE	8/14/17	DeM & Rens: Insect & Disease Control	\$192.95
35656	674	ULINE	8/14/17	Economy Strap Tape, Standard Cd Cases, Replacement bag for H-1336	\$421.01
35657	675	NIMBO IP LLC	8/14/17	Equipment & Setup of new phone system	\$14,375.00
0	676	PAYROLL	8/25/17	PAYROLL	\$51,767.81
0	677	BILL HROMADA	8/25/17	Courier Mileage 8/1-8/15/17 (conf# 566)	\$364.87
0	678	CITY OF RENSSELAER	8/25/17	RENS: Utilities 7/11/2017 - 8/9/17 (Conf. #568)	\$4,297.86
0	679	GREAT-WEST RETIREMENT S	8/25/17	Annuity Withheld 8/25/17 payroll (Conf. #569)	\$1,085.00
0	680	INDIANA CHILD SUPPORT BU	8/25/17	Child Support Garnishment: Andrea Prescaro 8/25/2017 Payroll (Payment #1890320170822110129)	\$80.17
0	681	INPRS fbo PERF	8/25/17	8/25/17 Payroll Contributions	\$6,203.74
0	682	IRS USA TAXPAYMENT	8/25/17	EFT-FICA & Federal Taxes w/held 8/25/17 (Ref #41925437)	\$11,679.74
0	683	USA TODAY	8/25/17	Rens: Newspaper subscription Acct# 4243565	\$339.93
0	684	ALLISON PRINCELL	8/29/17	Wages from 8/25/17 payroll (She had closed her bank account and did not inform JCPL in time so Direct Deposit did not go through necessitating a replacement payment) conf# 571	\$294.62
0	685	SPARKPAY	8/31/17	Merchant Processing Fees- August 2017	\$21.57

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$234,348.45

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, September 05, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$234,348.45

Date this 11th day of September, 20 17.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 2017

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,600.76	\$18,418.59
DeMotte	\$843.39	\$6,144.36		
Rensselaer	\$1,074.84	\$7,311.65		
Wheatfield	\$682.53	\$4,962.58		
PHOTOCOPIES:			\$988.06	\$6,865.73
DeMotte	\$355.05	\$2,444.84		
Rensselaer	\$464.71	\$3,085.24		
Wheatfield	\$168.30	\$1,335.65		
INTEREST (Checking, Repurchase, CDs):.....			\$57.88	\$431.08
TAXES:			\$80,799.58	\$1,351,821.26
Property Tax	\$0.00	\$645,859.80		
LOIT	\$17,903.58	\$143,228.64		
License Excise Tax	\$0.00	\$51,820.11		
Financial Institution Tax	\$0.00	\$1,488.12		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,256.59		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$503,168.00		
TAXABLE SALES:-.....			\$3.81	\$41.05
REFUNDS:			\$544.62	\$29,719.75
Rebates/Refund	\$0.00	\$5.21		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$250.00	\$1,700.00		
Reimbursement	\$294.62	\$1,241.94		
Fixed Asset Sales	\$0.00	\$75.00		
Miscellaneous Receipts	\$0.00	(\$94.40)		
Interfund Transfer	\$0.00	\$26,792.00		
TOTAL OPERATING FUND RECEIPTS.....			\$84,994.71	\$1,407,297.46
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$160.00	\$10,593.90
DeMotte	\$0.00	\$3,126.98		
Rensselaer	\$0.00	\$4,259.95		
Wheatfield	\$160.00	\$3,206.97		
LIB. IMPROV. RESERVE FUND:			\$15.41	\$121.27
Interest Earned	\$15.41	\$121.27		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$144,513.06
Property Tax	\$0.00	\$134,046.38		
License Excise Tax	\$0.00	\$9,105.78		
Financial Institution Tax	\$0.00	\$261.49		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,099.41		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$1,890.37	\$7,053.73
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$1,890.37	\$7,053.73		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$16,333.34
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$17.77	\$144.18
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$87,078.26	\$1,586,056.94

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WITHHOLDING ACCOUNT FUNDS:

			\$31,295.38	\$243,607.68
FIT Tax Collected	\$8,036.43	\$63,011.53		
FICA Collected	\$7,673.75	\$59,872.84		
State Tax Collected	\$3,478.63	\$27,247.84		
County Tax Collected	\$2,675.45	\$20,857.81		
Deferred Comp Plan	\$2,170.00	\$16,350.00		
Pre-tax Insurance Plans	\$3,713.44	\$28,845.73		
Life Insurance	\$181.34	\$1,451.72		
INPRS	\$3,151.00	\$24,712.66		
Garnishments	\$215.34	\$1,257.55		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$118,373.64	\$1,829,664.62

Voucher List

Jasper County Public Library

Report Date: From 9/1/17 To 9/11/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35658	686	AARON'S LAWN CARE	9/11/17	Mowing & Edging	\$1,365.00
35659	687	ACE HARDWARE	9/11/17	Painting supplies, paint, nuts/bolts/nails, paint sample, additive sand	\$49.17
35660	688	ANTHEM BLUE CROSS BLUE	9/11/17	Health Insurance premiums- September 2017	\$12,251.16
35661	689	ANTHEM LIFE	9/11/17	Life Insurance premiums- September 2017	\$98.28
35662	690	APPRAISING SOLUTIONS	9/11/17	Appraisal of property located at: 200 W 10th St. SW, DeMotte, IN 46310	\$300.00
35663	691	AUTOMATIC DOOR SERVICE	9/11/17	Rens: Replaced transmitter battery on interior main entrance door	\$386.00
35664	692	BAKER & TAYLOR	9/11/17	Books, Continuations, AV, Auto. Yours	\$7,495.41
35665	693	BAKER & TAYLOR ENTERTAIN	9/11/17	DVDS, CDs	\$1,759.28
35666	694	BLR	9/11/17	Indiana Employment Law Letter subscription	\$497.00
35667	695	BLUETARP FINANCIAL, INC	9/11/17	Brush, hornet & wasp spray, 2x4 5/8 tile	\$39.70
35668	696	BRODART CO.	9/11/17	Acrylic window sign holders, subject classification labels	\$54.59
35669	697	BUSINESS CARD	9/11/17	Background check, CYPD conference expenses, vacuum, 3Doodler supplies, Legislative Fall Forum registrations- R. Gilmore, P. Stringfellow, batteries, calendars, Digipalooza conference expenses, domain renewals, Directors Meeting expenses, Management Meeting expenses, Eclipse program supplies, Counterparts Meeting expenses	\$1,703.86
35670	698	CENTURION TECHNOLOGIES	9/11/17	Smart Shield licenses & annual maintenance	\$197.20
35671	699	CIRCLE R ELECTRIC, INC.	9/11/17	DeM: Installed light fixture in display case	\$140.25
35672	700	CULLIGAN WATER CONDITIO	9/11/17	Wh: Water Cooler Rental-September 2017	\$11.95
35673	701	THE DAVID HUBERS REVOCA	9/11/17	Earnest money for property located at 200 10th Street SW, DeMotte, Indiana 46310	\$5,000.00
35674	702	DEBORAH KRISTOFF	9/11/17	Mileage 8/14-8/31/17: Deliver digital access cards to KV School, Management Meeting, Librarian's Council meeting, meeting with Patty & Rayann	\$45.48
35675	703	DELL MARKETING L.P.	9/11/17	Toner	\$133.94
35676	704	DELTA DENTAL	9/11/17	Dental Insurance premiums- September 2017	\$534.78
35677	705	DEPARTMENT OF HOMELAND	9/11/17	DeM & Rens: Boiler Inspection/Certificate Fees	\$75.00
35678	706	EDWARD P. DUMAS	9/11/17	Legal Assistance: Real Estate Purchase	\$250.00
35679	707	ENA SERVICES LLC	9/11/17	Internet service for August 2017	\$1,927.50
35680	708	HP Products	9/11/17	Trash bags, m-folds, paper towel rolls, toilet paper, glass cleaner, neutral cleaner, neutral disinfectant	\$855.50
35681	709	HR SPECIALIST	9/11/17	HR Specialist newsletter subscription	\$137.00
35682	710	JAMES BULANDA	9/11/17	Program presenter	\$425.00
35683	711	JUNIOR LIBRARY GUILD	9/11/17	Books	\$3,114.40
35684	712	KAPCO	9/11/17	Poly covers, vinyl label protectors, polyester label protectors, polyester repair tape	\$130.30
35685	713	KIM DELGER	9/11/17	Mileage 8/21/17: 10 Day Challenge meeting	\$23.54
35686	714	KING UNIVERSITY	9/11/17	Replacement of damaged ILL item	\$22.00
35687	715	LINDA POORTENGA	9/11/17	Mileage 8/9-8/19/17: Branch Counterparts meeting, Management meeting, pick up book kits, B2B meeting	\$73.83
35688	716	MARLENE BEEDLE	9/11/17	Mileage 8/8/17: Genealogy meeting	\$23.54
35689	717	MIDWEST TAPE	9/11/17	Audiobook sleeves	\$851.98
35690	718	NETWISE RESOURCES	9/11/17	Wh: Copier repair	\$99.01
35691	719	NIPSCO	9/11/17	Gas & electric service	\$6,446.68
35692	720	NITCO	9/11/17	DeM: Local Phone & Fax Service September 2017	\$162.00
35693	721	OVERDRIVE, INC.	9/11/17	Deposit on Account for Future Content Purchases	\$10,000.00

FL6b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35694	722	PATTY STRINGFELLOW	9/11/17	New Director Workshop expenses; Mileage 8/15-8/30/17: New Director Workshop, Branch Visit, Librarian's Council meeting	\$152.12
35695	723	PRECISION CONTROL SYSTE	9/11/17	DeM: 3 leaks found, temporarily fixed until parts can be ordered; leak found 20' up, moved ceiling tiles & vent, will return with help to fix; Rens: VAV #2 valve & actuator leaking, replaced valve packing, linkage & actuator, VAV #14 valve & actuator leaking, replaced valve, actuator, linkage, & extension kit, VAV #21 valve leaking, replaced valve, linkage, & extension kit	\$2,841.60
35696	724	RCHS CHAOS	9/11/17	Rensselaer Central High School Yearbook 2016-2017	\$45.00
35697	725	RENSSELAER ROTARY CLUB	9/11/17	July & August 2017 dues & meals	\$116.00
35698	726	REPUBLIC SERVICES #715	9/11/17	Wh: Trash Service- September 2017	\$100.69
35699	727	S & S WORLDWIDE, INC	9/11/17	School glue, markers	\$95.80
35700	728	SHEILA MAXWELL	9/11/17	Mileage 12/28/16-8/22/17: Branch Visits, IT Counterparts meeting, Management Meetings, testing hot spots, NICCL Workshop	\$695.19
35701	729	SMITH FARM STORE	9/11/17	Roundup concentrate, pea gravel, mulch	\$85.52
35702	730	STEVE WHITED	9/11/17	Appraisal of property located at: 200 10th St. SW, DeMotte, IN 46310	\$350.00
35703	731	SUNRISE PACKAGING INC.	9/11/17	Audiobook cases, TV Series cases	\$1,448.50
35704	732	THE LIBRARY CORPORATION	9/11/17	Envisionware bundle & installation	\$6,420.80
35705	733	THE TIMES	9/11/17	Newspaper subscription Acct# 170-00009893	\$353.21
35706	734	USA TODAY	9/11/17	Newspaper subscription Acct# 4209466	\$339.75
35707	735	VISION SERVICE PLAN	9/11/17	Vision Insurance Premiums- September 2017	\$214.74
35708	736	WAL-MART COMMUNITY/SYN	9/11/17	Program expenses, cleaning supplies, Eclipse program supplies, cupcake decorating program supplies, Teen Volunteer Party expenses, Positivity treats, children's supplies, DVDs, Summer Reading supplies	\$246.09
35709	737	WARSAW COMMUNITY PUBLI	9/11/17	Replacement of damaged ILL item	\$14.99
35710	738	YVONNE DEL VECCHIO	9/11/17	Mileage 7/5-8/31/17: Walking Books, Book Club, deliver newsletters	\$41.14
0	739	PAYROLL	9/8/17	PAYROLL	\$54,503.36
0	740	ALLIANCE BANK	9/8/17	Direct Deposit Fees August 2017	\$37.00
0	741	BILL HROMADA	9/8/17	Courier Mileage 8/16-8/31/17 (conf# 574)	\$398.04
0	742	GREAT-WEST RETIREMENT S	9/8/17	Annuity Withheld 9/8/17payroll (Conf. #576)	\$1,145.00
0	743	INDIANA CHILD SUPPORT BU	9/8/17	Child Support Garnishment: Andrea Prescaro 8/25/2017 Payroll (Payment #189032017097145720)	\$80.17
0	744	INDIANA DEPARTMENT OF RE	9/8/17	EFT-State & County Taxes w/held August 2017 Payrolls (Ref #74594)	\$6,154.08
0	745	INPRS fbo PERF	9/8/17	9/8/17 Payroll Contributions	\$6,504.44
0	746	IRS USA TAXPAYMENT	9/8/17	EFT-FICA & Federal Taxes w/held 9/8/17 (Ref #51374511)	\$12,372.11
0	747	SPRINT	9/8/17	Hotspot Data Service August 12 - Septembert 11, 2017 (Conf #570)	\$419.88
0	748	TOWN OF DEMOTTE	9/8/17	DeM: Sewer & Water- August 2017 (conf# 572)	\$167.64
0	749	TOWN OF DEMOTTE	9/8/17	DeM House, 220 10th St SW: Water & Sewer Service- August 2017(Conf. #573)	\$84.72
0	750	TOWN OF WHEATFIELD	9/8/17	Wh: Sewer- September 2017 (conf# 575)	\$56.65
35711	751	BOOKPAGE	9/11/17	Magazine (10/2017-09/2018)	\$528.00
35712	752	CENTURYLINK	9/11/17	Long distance phone service- August 2017	\$15.79
35713	753	CENTURYLINK	9/11/17	Rn: Local Phone Service & Fax September 2017	\$419.66
35714	754	CINDY SMITH	9/11/17	Mileage 9/8/17: Staff Development Day	\$72.76
35715	755	ICC Business Products	9/11/17	Desk kCalendar Refill, Yearly Wall Calendar, Monthly Wall Calendars	\$45.86
35716	756	INDIANA WASTE SERVICE	9/11/17	DeM: Trash Pick-up, September 2017	\$89.70
35717	757	KIRBY RISK CORPORATION	9/11/17	Light bulbs	\$324.60
35718	758	MELISSA SMITH	9/11/17	Mileage 9/8/17: Staff Development Day	\$72.76
35719	759	MELISSA J. WIDNER	9/11/17	Mileage 9/8/17: Staff Development Day	\$73.13

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35720	760	OFFICE DÉPOT	9/11/17	Construction Paper, White Labels, Filler Paper, Sharpies, Protecto Film, Bic Pens, Ruberbands, Brite Rubberbands, Toner, Laser Cartridge, Large Binder Clips, Magic Tape, Double Sided Tape, Ruler, Soap Refill, Air Freshener	\$872.15
35721	761	QUILL CORPORATION	9/11/17	Battery, Calendars, Monthly Desk Pads, Name tags, Antiseptic Cleanse Wipes, Med. Binder Clips, Sticky Notes, Book Tape, Valtz CD file folders, Paper Plates, Clorox Wipes, White Construction PaperLysol, Swiffer Refill	\$720.08
35722	762	SMITH OFFICE EQUIPMENT	9/11/17	Card Stock, Paper Plates, Razor Blades, Notes, Mark Board Cleaner, Turquoise Construction Paper, Hot Pink Construction Paper, Stick Glue	\$106.68
35723	763	UNIQUE MANAGEMENT SERVI	9/11/17	Collections: Initial/Secondary Placements- August 2017	\$98.45
Total Amount of Claims					\$155,604.18

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 11, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$155,604.18

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List

Report Date: From 9/1/17 To 9/11/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35658	686	AARON'S LAWN CARE	9/11/17	Mowing & Edging	\$1,365.00
35659	687	ACE HARDWARE	9/11/17	Painting supplies, paint, nuts/bolts/nails, paint sample, additive sand	\$49.17
35660	688	ANTHEM BLUE CROSS BLUE	9/11/17	Health Insurance premiums- September 2017	\$12,251.16
35661	689	ANTHEM LIFE	9/11/17	Life Insurance premiums- September 2017	\$98.28
35662	690	APPRAISING SOLUTIONS	9/11/17	Appraisal of property located at: 200 W 10th St. SW, DeMotte, IN 46310	\$300.00
35663	691	AUTOMATIC DOOR SERVICE	9/11/17	Rens: Replaced transmitter battery on interior main entrance door	\$386.00
35664	692	BAKER & TAYLOR	9/11/17	Books, Continuations, AV, Auto. Yours	\$7,495.41
35665	693	BAKER & TAYLOR ENTERTAIN	9/11/17	DVDS, CDs	\$1,759.28
35666	694	BLR	9/11/17	Indiana Employment Law Letter subscription	\$497.00
35667	695	BLUETARP FINANCIAL, INC	9/11/17	Brush, hornet & wasp spray, 2x4 5/8 tile	\$39.70
35668	696	BRODART CO.	9/11/17	Acrylic window sign holders, subject classification labels	\$54.59
35669	697	BUSINESS CARD	9/11/17	Background check, CYPD conference expenses, vacuum, 3Doodler supplies, Legislative Fall Forum registrations- R. Gilmore, P. Stringfellow, batteries, calendars, Digipalooza conference expenses, domain renewals, Directors Meeting expenses, Management Meeting expenses, Eclipse program supplies, Counterparts Meeting expenses	\$1,703.86
35670	698	CENTURION TECHNOLOGIES	9/11/17	Smart Shield licenses & annual maintenance	\$197.20
35671	699	CIRCLE R ELECTRIC, INC.	9/11/17	DeM: Installed light fixture in display case	\$140.25
35672	700	CULLIGAN WATER CONDITIO	9/11/17	Wh: Water Cooler Rental-September 2017	\$11.95
35673	701	THE DAVID HUBERS REVOCA	9/11/17	Earnest money for property located at 200 10th Street SW, DeMotte, Indiana 46310	\$5,000.00
35674	702	DEBORAH KRISTOFF	9/11/17	Mileage 8/14-8/31/17: Deliver digital access cards to KV School, Management Meeting, Librarian's Council meeting, meeting with Patty & Rayann	\$45.48
35675	703	DELL MARKETING L.P.	9/11/17	Toner	\$133.94
35676	704	DELTA DENTAL	9/11/17	Dental Insurance premiums- September 2017	\$534.78
35677	705	DEPARTMENT OF HOMELAND	9/11/17	DeM & Rens: Boiler Inspection/Certificate Fees	\$75.00
35678	706	EDWARD P. DUMAS	9/11/17	Legal Assistance: Real Estate Purchase	\$250.00
35679	707	ENA SERVICES LLC	9/11/17	Internet service for August 2017	\$1,927.50
35680	708	HP Products	9/11/17	Trash bags, m-folds, paper towel rolls, toilet paper, glass cleaner, neutral cleaner, neutral disinfectant	\$855.50
35681	709	HR SPECIALIST	9/11/17	HR Specialist newsletter subscription	\$137.00
35682	710	JAMES BULANDA	9/11/17	Program presenter	\$425.00
35683	711	JUNIOR LIBRARY GUILD	9/11/17	Books	\$3,114.40
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35686	714	KING UNIVERSITY	9/11/17	Replacement of damaged ILL item	\$22.00
35687	715	LINDA POORTENGA	9/11/17	Mileage 8/9-8/19/17: Branch Counterparts meeting, Management meeting, pick up book kits, B2B meeting	\$73.83
35688	716	MARLENE BEEDLE	9/11/17	Mileage 8/8/17: Genealogy meeting	\$23.54
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35690	718	NETWISE RESOURCES	9/11/17	Wh: Copier repair	\$99.01
35691	719	NIPSCO	9/11/17	Gas & electric service	\$6,446.68
35692	720	NITCO	9/11/17	DeM: Local Phone & Fax Service September 2017	\$162.00
35693	721	OVERDRIVE, INC.	9/11/17	Deposit on Account for Future Content Purchases	\$10,000.00

F66

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35694	722	PATTY STRINGFELLOW	9/11/17	New Director Workshop expenses; Mileage 8/15-8/30/17: New Director Workshop, Branch Visit, Librarian's Council meeting	\$152.12
35695	723	PRECISION CONTROL SYSTE	9/11/17	DeM: 3 leaks found, temporarily fixed until parts can be ordered; leak found 20' up, moved ceiling tiles & vent, will return with help to fix; Rens: VAV #2 valve & actuator leaking, replaced valve packing, linkage & actuator, VAV #14 valve & actuator leaking, replaced valve, actuator, linkage, & extension kit, VAV #21 valve leaking, replaced valve, linkage, & extension kit	\$2,841.60
35696	724	RCHS CHAOS	9/11/17	Rensselaer Central High School Yearbook 2016-2017	\$45.00
35697	725	RENSSELAER ROTARY CLUB	9/11/17	July & August 2017 dues & meals	\$116.00
35698	726	REPUBLIC SERVICES #715	9/11/17	Wh: Trash Service- September 2017	\$100.69
35699	727	S & S WORLDWIDE, INC	9/11/17	School glue, markers	\$95.80
35700	728	SHEILA MAXWELL	9/11/17	Mileage 12/28/16-8/22/17: Branch Visits, IT Counterparts meeting, Management Meetings, testing hot spots, NICCL Workshop	\$695.19
35701	729	SMITH FARM STORE	9/11/17	Roundup concentrate, pea gravel, mulch	\$85.52
35702	730	STEVE WHITED	9/11/17	Appraisal of property located at: 200 10th St. SW, DeMotte, IN 46310	\$350.00
35703	731	SUNRISE PACKAGING INC.	9/11/17	Audiobook cases, TV Series cases	\$1,448.50
35704	732	THE LIBRARY CORPORATION	9/11/17	Envisionware bundle & installation	\$6,420.80
35705	733	THE TIMES	9/11/17	Newspaper subscription Acct# 170-00009893	\$353.21
35706	734	USA TODAY	9/11/17	Newspaper subscription Acct# 4209466	\$339.75
35707	735	VISION SERVICE PLAN	9/11/17	Vision Insurance Premiums- September 2017	\$214.74
35708	736	WAL-MART COMMUNITY/SYN	9/11/17	Program expenses, cleaning supplies, Eclipse program supplies, cupcake decorating program supplies, Teen Volunteer Party expenses, Positivity treats, children's supplies, DVDs, Summer Reading supplies	\$246.09
35709	737	WARSAW COMMUNITY PUBLI	9/11/17	Replacement of damaged ILL item	\$14.99
35710	738	YVONNE DEL VECCHIO	9/11/17	Mileage 7/5-8/31/17: Walking Books, Book Club, deliver newsletters	\$41.14

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$70,241.47

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, September 07, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$70,241.47

Date this 11th day of September, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.

Oct

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 9, 2017, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of September Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 15)

General Business

Budget 2018 Adoption (R 15)
Digital Access Card Policy (R 15)
Hotspot Policy (R 15)
Advanced Tax Draw Resolution (R 15)
2018 Slate of Officers (R 15)

Action
Action
Action
Action
Information

Director's Report (R 15–R 20)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

September 11, 2017
Wheatfield Library

Present: Jody Melton, Janet Umlauf, Mark Heinig, Kristie Housman, Patricia Stringfellow, Evie Bristol, Rachael Cavinder, Ed Dumas

Absent: Natalie Waling, Janelle Harper, Kevin Kaluf

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, salary ordinance update, and JCPL Mission/Role/Values and Blu-ray, VHS, and DVD Policy revisions were approved as presented on a motion by J. Umlauf, seconded by K. Housman. Motion passed.

2018 Budget Hearing: No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. The President deemed the hearing closed.

DeVries Request: In August 2017 the library received a written request from Lois and Jeff DeVries to salvage specific items from the property located at 220 10th Street SW, DeMotte, IN. The library purchased this property from Lois and Jeff DeVries taking possession on July 3, 2017. Before purchasing this property, during preliminary discussions with Library Attorney, Ed Dumas and Director P. Stringfellow, Lois and Jeff DeVries did mention that they might wish to salvage appliances from the property after the deal was closed. The library received a written request from Lois and Jeff DeVries dated August 12, 2017 requesting permission to remove the following items from the property: carpeting and padding, furnace and attached ducting, hot water heater, garage door opener, light fixtures, and interior doors with frames. J. Umlauf moved that permission be granted to Lois and Jeff DeVries to remove the following items from the property: carpeting and padding, furnace and attached ducting, hot water heater, garage door opener, light fixtures, and interior doors with frames, that the removal be completed in two days on dates specified by the library, that a certificate of liability and workers compensation insurance be provided to the library before salvaging begins, and that the library supervise the work. M. Heinig seconded the motion. Motion passed. E. Dumas explained that when the library is ready to solicit bids for demolition, decisions will be made in regard to contents remaining. He advised that a bid for demolition could be a lesser number if the demolition company retains the right to salvage the items which remain on the property.

Exercise of Option to Purchase – Hubers: Attorney, Ed Dumas, explained that appraisals were obtained for the Hubers property located adjacent to the DeMotte Public Library. These appraisals evidence a fair market value equal to the sum of \$139,000. M. Heinig moved to move forward to exercise the option to purchase the property located at 200 W. 10th Street SW, DeMotte, Indiana for \$139,000, seconded by K. Housman. Motion passed. M. Heinig made a motion to authorize execution of the purchase agreement and remit \$5,000 earnest money, seconded by K. Housman. Motion passed.

Wheatfield Library Annual Report:

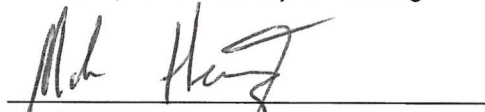
R. Cavinder explained the 1000 Books Before Kindergarten Program is growing and that the kids get excited about how many books they are 'reading'. Photos of our readers are displayed in the library and shared via social media denoting when milestones are reached. Patrons enjoy seeing these photos too! In February of 2017 Rachael initiated a Maker Monday program for kids in grades 1-8, focusing on technology-related programs to promote STEM – science, technology, engineering, and math. Rachael reached out to the sponsor of the KVHS Robotics Club for a list of students who might serve as volunteers to lead the program activities and this led to 3 actively engaged volunteers for this program that is offered every other month. Rachael has learned of a new potential partner for STEM programs,

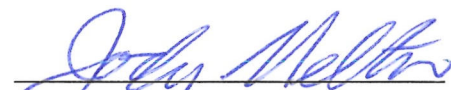
Purdue Extension, and looks forward to fleshing this out. In May of 2017 Rachael launched a Lego Program in conjunction with Children's Book Week. Led by Rachael's assistant, Nikki, this program is held on the first Wednesday of the month and is geared for ages 6 and up. The Maker Monday and Lego Programs are offered on alternate months, and they find that some of the same children attend both programs.

E. Bristol shared that most patrons appreciate the reorganization that has occurred in the adult fiction collection, acknowledging that some patrons do not like change. It was a year long process that included de-selection but the end result is a layout that is easier to navigate with special sections for inspirational, mystery, sci-fi/fantasy, western, and large print. Attention was also given to changing their CD collection from jewel cases to plastic cases. This process also included evaluation of the collection and de-selection which led to a much more appealing collection and presentation for patrons. Many new programs have been launched with great success: crocheting arm scarves, cupcake decorating, calligraphy, essential oils, pallet painting, and a new book discussion held at a coffee shop in DeMotte. Her goal is to reach a younger adult audience, and she is noticing that some of the participants are returning. A Family Hobby Day is currently in the works. Evie expressed appreciation for continuing education opportunities and community outreach as these opportunities help her to grow in her position.

Director's Report: Staff Development Day was held on Friday, September 8 at the Center for Creative Solutions in Michigan City. It was a full day of learning together, and we look forward to reviewing staff evaluations. E. Bristol and P. Stringfellow manned a library booth at the DeMotte Back-to-School Fair, speaking with students and parents and giving them a school-related promotional item. Many patrons received free eclipse glasses at the library in August thanks to a grant that we received from the Gordon and Betty Moore Foundation and the Space Science Institute. We had lines out the door as patrons eagerly sought eclipse glasses! Digital Access Cards have been distributed to KV and Rensselaer Schools. We have reached out to Covenant Christian High School and DeMotte Christian Schools to see if they would be interested in a digital access card, and DeMotte Christian has said yes!

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:45 PM, seconded by M. Heinig.


Mark Heinig, Secretary Pro-Tem


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
September 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	36	1	1	38
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	31	4	3	38
Blu-Ray (DBR)	166	3	2	171
Books on CD (DBKCD)	106	12	2	120
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	83	4	0	87
Digital Audiobooks (DDA)	20	0	1	21
DVD (DDVD)	1387	49	20	1456
Equipment (DEQP)	29	0	0	29
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	20	0	0	20
Fiction (DFIC)	429	25	31	485
Fiction Fantasy (DFICF)	5	0	2	7
Fiction Mystery (DFICM)	75	7	0	82
Fiction New (DFICNEW)	429	18	12	459
Fiction Science Fiction (DFICSF)	2	0	0	2
Fiction Western (DFICW)	11	7	0	18
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	82	0	5	87
Hanging Bags (DHANG)	18	0	0	18
ILL (DILL)	17	0	1	18
Internet (DINTER)	550	0	0	550
Juv. Audio book (DJAUDB)	29	1	1	31
Juv. Biography (DJBIO)	9	0	0	9
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	44	0	0	44
Juvenile Easy (DJE)	1009	41	15	1065
Juv. Easy Non-fiction (DJENF)	48	2	0	50
Juv. Easy Reader (DJER)	342	3	0	345
Juv. Fiction (DJFIC)	445	10	14	469
Juv. Holiday books (DJHOL)	76	1	1	78
Juv. Magazine (DJMAG)	8	0	0	8
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	228	11	7	246
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	182	0	2	184

Large Print Fiction (DLPF)	172	19	4	195
Large Print Nonfic (DLPNF)	17	0	0	17
Magazine (DMAG)	481	0	0	481
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	0	4
Nonfiction 100 (DNF100)	9	2	1	12
Nonfiction 200 (DNF200)	23	0	3	26
Nonfiction 300 (DNF300)	45	9	2	56
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	15	0	0	15
Nonfiction 600 (DNF600)	95	3	2	100
Nonfiction 700 (DNF700)	24	0	4	28
Nonfiction 800 (DNF800)	14	0	2	16
Nonfiction 900 (DNF900)	48	1	1	50
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	87	0	0	87
Nonfiction (DNFIC)	4	1	0	5
Nonfiction New (DNFNEW)	77	5	1	83
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	4	0	0	4
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	3	0	0	3
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	9	0	0	9
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	2	107	0	109
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	104	5	2	111
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	6	1	0	7
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	0	0	0	0
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	17	1	20
Blu-Ray (RBR)	2	289	9	300
Books on CD (RBKCD)	7	104	3	114
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	202	2	209
Digital Audiobooks (RDA)	0	29	0	29
DVD (RDVD)	22	2073	37	2132
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	21	0	21
Fiction (RFIC)	26	510	25	561
Fiction New (RFICNEW)	18	370	9	397
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	10	0	10
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	108	0	109
Hanging Bag (RHANG)	0	2	0	2
ILL (RILL)	0	31	0	31
Internet (RINTER)	0	842	0	842
Juv. Audio book (RJAUDB)	1	20	2	23
Juv. Biography (RJBIO)	1	11	0	12
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	23	0	23
Juvenile Easy (RJE)	10	484	17	511
Juv. Easy Non-fiction (RJENF)	0	82	1	83
Juv. Easy Reader (RJER)	4	309	1	314
Juv. Fiction (RJFIC)	11	421	3	435
Juv. Magazine (RJMAG)	0	17	0	17
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	1	253	0	254
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJ TOD)	1	128	3	132
Large Print Fiction (RLPF)	5	232	1	238
Large Print Nonfic (RLPNF)	0	7	0	7
Magazine (RMAG)	0	301	0	301
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	4	0	5
Non-Fiction 100 (RNF100)	1	8	0	9
Non-Fiction 200 (RNF200)	5	18	3	26
Non-Fiction 300 (RNF300)	7	34	1	42
Non-Fiction 400 (RNF400)	1	3	0	4
Non-Fiction 500 (RNF500)	1	11	2	14
Non-Fiction 600 (RNF600)	12	117	4	133
Non-Fiction 700 (RNF700)	2	50	1	53
Non-Fiction 800 (RNF800)	0	8	0	8
Non-Fiction 900 (RNF900)	3	24	1	28
Nonfiction Blu-Ray (RNFBR)	0	6	0	6
Nonfiction DVD (RNFDVD)	1	130	1	132
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	10	141	5	156
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	3	0	3
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	0	2	0	2
SRCS (SRCS) DeMotte	47	8	3	58

SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	4	3	25	32
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	0	1	0	1
YA Biography (RYAB)	0	3	0	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	66	5	78
YA Music CD (RYACD)	0	37	0	37
YA Nonfiction (RYANF)	0	12	0	12
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	3	9	13
Blu-Ray (WBR)	0	2	204	206
Books on CD (WBKCD)	16	13	115	144
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	7	9	39	55
Digital Audiobooks (WDA)	1	0	26	27
DVD (WDVD)	13	22	1593	1628
Equipment (WEQP)	0	0	17	17
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	19	19
Fiction (WFIC)	29	24	196	249
Fiction Fantasy (WFICF)	1	2	8	11
Fiction Mystery (WFICM)	4	4	40	48
Fiction New (WFICNEW)	19	14	176	209
Fiction Science Fiction (WFICSF)	0	0	2	2
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	4	0	43	47
Hanging Bags (WHANG)	1	2	12	15
ILL (WILL)	0	0	30	30
Internet (WINTER)	0	0	318	318
Juv. Audio book (WJAUSB)	4	2	16	22
Juv. Biography (WJBIO)	0	0	7	7
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	3	0	14	17
Juvenile Easy (WJE)	18	9	571	598
Juv. Easy Non-fiction (WJENF)	0	4	39	43
Juv. Easy Reader (WJER)	16	1	408	425
Juv. Fiction (WJFIC)	22	5	276	303
Juv. Magazine (WJMAG)	0	0	22	22
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	2	175	183
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	2	226	230
Large Print Fiction (WLFPF)	14	19	178	211
Large Print Nonfic (WLPNF)	2	0	9	11

Magazine (WMAG)	3	0	303	306
Non-Fiction 000 (WNF000)	2	0	1	3
Non-Fiction 100 (WNF100)	0	0	14	14
Non-Fiction 200 (WNF200)	2	1	6	9
Non-Fiction 300 (WNF300)	1	2	12	15
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	0	5	5
Non-Fiction 600 (WNF600)	7	3	31	41
Non-Fiction 700 (WNF700)	0	0	11	11
Non-Fiction 800 (WNF800)	0	2	0	2
Non-Fiction 900 (WNF900)	5	1	22	28
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	0	74	76
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	7	6	41	54
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	4	10	110	124
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	4	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	7599	8109	5738	21446

CIRCULATION BY HOLDINGS CODE
September 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	36	1	1	38
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	34	24	13	71

Blu-Ray (BR)	170	300	215	685
Books on CD (BKCD)	129	129	120	378
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	95	215	41	351
Digital Audiobooks (DA)	21	29	27	77
DVD (DVD)	1422	2144	1650	5216
Equipment (EQP)	29	2	17	48
See librarian (ERR)	0	0	0	0
Express Book (EXP)	20	21	19	60
Fiction (FIC)	484	559	252	1295
Fiction Fantasy (FICF)	6	2	10	18
Fiction Mystery (FICM)	79	11	40	130
Fiction New (FICNEW)	466	402	197	1065
Fiction Science Fiction (FICSF)	2	0	2	4
Fiction Western (FICW)	11	7	0	18
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	10	0	10
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	87	108	48	243
Hanging Bags (HANG)	19	4	12	35
ILL (ILL)	17	31	31	79
Internet (INTR)	550	842	318	1710
Juv. Audio book (JAUDB)	34	23	19	76
Juv. Biography (JBIO)	10	11	7	28
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	47	23	14	84
Juvenile Easy (JE)	1037	534	603	2174
Juv. Easy Non-Fiction (JENF)	48	88	40	176
Juv. Easy Reader (JER)	362	313	409	1084
Juv. Fiction (JFIC)	478	436	293	1207
Juv. Holiday (JHOL)	76	1	1	78
Juv. Magazine (JMAG)	8	17	22	47
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	235	266	182	683
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	185	130	231	546
Large Print Fiction (LPF)	191	270	183	644
Large Print Nonfic (LPNF)	19	7	9	35
Magazine (MAG)	484	301	303	1088
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	7	4	1	12
Non-Fiction 100 (NF100)	10	10	15	35
Non-Fiction 200 (NF200)	30	19	12	61
Non-Fiction 300 (NF300)	53	45	15	113
Non-Fiction 400 (NF400)	2	3	2	7
Non-Fiction 500 (NF500)	16	11	7	34
Non-Fiction 600 (NF600)	114	123	37	274
Non-Fiction 700 (NF700)	26	50	16	92
Non-Fiction 800 (NF800)	14	10	2	26
Non-Fiction 900 (NF900)	56	26	24	106
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	90	130	75	295
Nonfiction (NFIC)	4	1	0	5
Nonfiction New (NFNEW)	94	152	47	293
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	4	3	0	7
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	19	38	27	84
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	9	2	1	12
Software (SWAR)	0	2	0	2
SRCS (SRCS) DeMotte	47	8	3	58
SRCS (From other libraries III-SRC	2	107	0	109
SRCS (SRCSW) Wheatfield	4	3	25	32
Vertical File (VF)	0	3	0	3
VHS	0	0	0	0
YA Audio book (YAUDB)	1	1	0	2
YA Biography (YAB)	1	3	0	4
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	115	81	117	313
YA Music CD (YACD)	0	37	0	37
YA Nonfiction (YANF)	6	13	4	23
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	0	0	1	1
				0
Free reads	269	180	138	587
Games/Puzzles	35	10	0	45
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7919	8337	5901	22157

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1528	1452	842	3822
Nonfiction	528	560	259	1347
CHILDREN'S BOOKS				
Fiction	2098	1414	1537	5049
Nonfiction	369	366	230	965
YA BOOKS				
Fiction	202	189	165	556
Nonfiction	7	16	4	27
Magazines, Adult	484	311	303	1098
Magazines, Children	8	17	22	47
Sound Recordings, adult	246	374	191	811
Sound Recordings, ch	100	87	45	232
Online databases	0	0	0	0
Software	0	2	0	2

SRCS	53	118	28	199
Vertical file	0	3	0	3
VHS/DVD/Blu-Ray	1682	2574	1940	6196
Equipment	29	2	17	48
Total	7334	7485	5583	20402
A-V Circulation	2028	3037	2176	7241
A-V Circulation as % of total	27.7%	40.6%	39.0%	35.5%

September 2017

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
22,725	22,842	16,092	16,156	15,636	15,750
18,633	18,691	19,507	19,283	9,721	9,742
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
16,482	16,494	13,733	13,065	13,038	13,072
8,999	9,002	6,342	6,351	6,773	6,795
					Nonfiction
					YA BOOKS
2,391	2,392	3,148	3,120	3,090	3,101
622	625	384	384	268	268
					Fiction
				2	2
					Magazines,Adult
				0	0
					Magazines, Child
0	0	0	0	0	0
					Games, Toys
3,891	3,893	229	286	4,471	4,442
					Sound Rec/Adult
700	702	4,410	4,413	882	882
					Sound Rec/Child
20	20	646	646	16	16
					Online Databases
209	209	17	17	-11	-11
					Software
					SRCS
106	106				Vertical Files
6,066	6,200	9,855	10,065	5,820	5,865
					VHS/DVD/Blu-ray
118	118	142	142	57	57
					Equipment
80,962	81,294	74,505	73,928	59,763	59,981
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

September 2017

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	241	52	180	39	279	60	700	152
LOCAL HISTORY								
In person	3	1	6	2	3	1	12	3
Letters written	0	0	2	2	0	0	2	2
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	550	23	842	35	318	13	1710	71
Internet use-Wireless	2100		2580		720		5400	
Computer software used	0	0	0	0	0	0	0	0
VCR Use	0	0	0	0	0	0	0	0
Microforms	1	0	6	1	0	0	7	1
CD ROM/Online databases	0	0	0	0	0	0	0	0
Public FAX24	31		19		37		87	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	3	1	15	5	4	1	22	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	41		10		0		51	
Outreach activities	28	28	18	12	0	0	46	31
Notarized documents	6	2	8	2	6	2	20	5
Meeting Room Use (no. of group)	59	20	54	18	31	10	144	48
Study room use	54	5	50	4	34	3	138	12
Proctoring	2	1	3	2	0	0	5	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1695	
IN-HOUSE USE ITEMS	784		381		105		1270	
SELF-CHECKOUT USE	214		614		231		1059	
INTERLIBRARY LOANS								
Requests made for:							292	73
Items rec'd for:							216	108
Items requested by other libraries							79	
Items supplied to other libraries							67	34

REGISTRATIONS

Total Borrowers	7829	12150	4989	24968
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	301	496	130	927
Number of New Patrons Added	58	42	40	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	1	6	4	24
Children's Programs (0-13)	8	48	22	132	13	78	43	258
Number attending	105		230		520		855	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	5		6		2		13	
Adult Programs	5	30	5	30	2	12	12	72
Number attending	127		105		80		312	
Senior Citizen Programs	12	72	7	42	3	18	22	132
Number attending	80		70		22		172	
Total Number of Programs	26	156	37	222	20	120	83	498
Total Persons Attending	317		411		624		1352	
Total Attending Same Month Last Yr.	343		279		635		1257	
Total Staff Hours Spent		288		343		211	842	1047
Total Number of In-House Program	23		34		13		70	
Total Attendance	308		343		218		869	
Total Number of Outreach Program	3		3		7		13	
Total Attendance	9		68		406		483	

CIRCULATION BY PATRON CODE

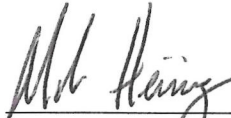
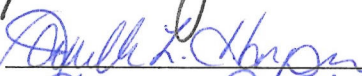
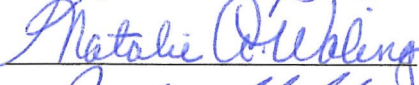
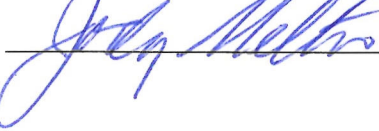
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4176	56.8%	4781	64.1%	4022	72.4%	12979	63.7%
Corporate	40	0.5%	22	0.3%	0	0.0%	62	0.3%
Juvenile 0-11	60	0.8%	196	2.6%	45	0.8%	301	1.5%
Juvenile-AV	769	10.5%	1034	13.9%	554	10.0%	2357	11.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	287	3.9%	302	4.0%	73	1.3%	662	3.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	33	0.4%	63	0.8%	0	0.0%	96	0.5%
Reciprocal YA	1	0.0%	14	0.2%	0	0.0%	15	0.1%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	40	0.5%	0	0.0%	40	0.2%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	72		0	0.0%	72	0.4%
Staff	1796	24.4%	591	7.9%	629	11.3%	3016	14.8%
Walking books	71	1.0%	136	1.8%	24	0.4%	231	1.1%
YA 12-17	15	0.2%	19	0.3%	0	0.0%	34	2.5%
YA-AV	105	1.4%	185	2.5%	211	3.8%	501	2.5%
Total	7353		7457		5558		20368	
All items borrowed by nonresidents	321	4.4%	421	5.6%	73	1.3%	815	4.0%

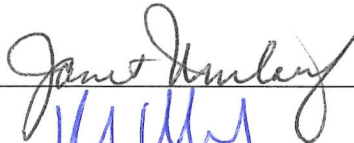
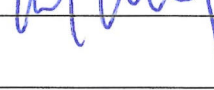
**Salary Ordinance 2017
Updated 10/9/17**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Joseph Keller	Janitor	\$11.76	9/25/17	10	D

We have hired Joseph Keller as DeMotte Janitor, replacing Saul Hernandez who was promoted to Maintenance.

We have examined and approved the changes to the 2017 Jasper County Public Library Salary Ordinance. Dated 10/9/17.

Jasper County Public Library Digital Access Card Policy

Digital Access Cards are available for students and staff of schools in the Jasper County Public Library service district upon request by school administration.

Digital Access Cards are free, distributed through the schools to eligible students as determined by the school, and are valid for one school year, expiring on June 30.

Students do not have to visit the library to sign up for this card, and once students receive them they may begin to use them immediately.

Digital Access cards provide students access to library databases and eBook resources at home or at school.

As stated in our Material Selection Policy, the library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity, the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

The library has developed a Student Portal and created some age-appropriate groupings of our resources, as well as a separate page for downloadable items. The library encourages parents to look at these resources and be involved in their student's selection and use.

The library will not collect cards when they expire. New cards will be made available each school year. There is no risk of lost materials, as all content is electronic.

The Digital Access Card only allows access to electronic databases and eBook resources. A full service (traditional) library card is needed for full access to library materials.

Adopted October 2017

Jasper County Public Library Hotspot Policy

Jasper County Public Library circulates hotspots to provide mobile access to the internet. Borrowers must be 18 years of age or older and a registered JCPL library user in good standing. Borrowers are limited to one hotspot.

Hotspots will be loaned for 7 days and may not be renewed. Hotspots may not be placed on hold.

The overdue fine will be \$5.00 per day, and the borrower will be blocked until the hotspot is returned. The library will deactivate devices if they are not returned by their due date.

The replacement cost for lost hotspots is \$180.

A PIN will be utilized so that patrons cannot change hotspot settings.

Adopted October 2017

Director's Report September 2017

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Three policies are up for review in October: Public Forum Policy, Harassment/Discrimination Policy, and Library Credit Card Policy, and there are no revisions to recommend. However, under General Business you will find two new policies presented for board approval, please see R10 and R12. In 2015 the board approved our issuing Digital Access Cards to KV and Rensselaer Schools with named parameters. This fall DeMotte Christian Schools and Covenant Christian Schools expressed interest in digital access cards, so 150 cards were issued to each school. They are excited about this opportunity. Earlier this year the board approved our Hotspot Service with named parameters, and we have been successfully circulating the popular hotspots. I would like to get the terms of these services in board approved policies. The policies contain the parameters that the board previously approved with two exceptions: in the Hotspot Policy I added 'Borrowers are limited to one hotspot', and the original replacement cost was named \$50 but I have changed it to \$180 which is the known replacement cost at this time. Some new information came our way this summer that has caused us to update the replacement amount. Since October is an easy month for policy review and since the parameters for both of these services were previously adopted, it seemed an easy month to have you adopt policies for both services. We have had both services long enough to know that the approved parameters are working. **You will have the opportunity to discuss and adopt these policies under General Business.**

General Business:

Budget 2018 Adoption: At the October meeting you will need to pass a resolution adopting the 2018 Budget as advertised. As a reminder here is a budget summary: Operating Fund \$2,735,708; Rainy Day Fund \$268,273; Bond & Interest Redemption Fund \$164,070.

Digital Access Card Policy: This is a new policy with details explained under Consent Agenda – Policies for Review. Please see R 10. A board vote is required to adopt this policy.

Hotspot Policy: This is a new policy with details explained under Consent Agenda – Policies for Review. Please see R 12. A board vote is required to adopt this policy.

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

2018 Slate of Officers: At the November Board meeting the nominating committee will need to present a slate of officers for 2018. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Natalie Waling, Kevin Kaluf, and Deana George, Chair, who resigned from the board in May. **President Jody Melton will want to appoint someone to replace Deana and name a chair of this committee at our October meeting.** Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

September began with our day-long Staff Development Day; this year we visited the Center for Creative Solutions in Michigan City, IN where trainers Cindy Hedge and Keri Marrs Barron presented Workplace – Beyond Nice! – Part II a follow up to last year's Staff Development Day. The content built on last year's training fundamentals as we took an in-depth look at bullying and happiness. FourSight, a multi-question self-assessment was particularly valuable for staff as it revealed where our energies lie in the innovation process. Evaluations show that most staff found this training valuable, and LEUs were earned.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations inside and outside the library to promote card sign-up. In September we issued 140 new traditional library cards. Additionally, Digital Access Cards were issued to Covenant Christian and DeMotte Christian schools, 170 each. Debbie and Evie met with school officials to present this opportunity, and they accepted! We are excited to make this resource available to more area school students.

We have received a fully signed Option Agreement and Purchase Agreement regarding our Hubers transaction. I have yet to be contacted in regard to a closing date, but we are getting closer! I did draft a letter to Lois and Jeff DeVries regarding board permission to salvage. In the letter, dated September 14, they were instructed to contact me to discuss specific dates for salvage. To date I have not heard from

them. Hamstra has completed the required work at the two houses that we do own so that water is now considered abandoned to the Town of DeMotte's satisfaction.

We will be installing our new phone system in October. Installation dates are as follows: Rensselaer, October 12; Wheatfield, tentatively October 19; and DeMotte, tentatively October 26.

We have added the Wheatfield High School yearbook, Arcus, to our digitized yearbook collection. Our webmaster has created a wonderful History page on our website that contains our digitized collections: high school yearbooks, historic maps, obituary indexes, oral histories, our Milroy Collection, and our newly received Jasper County Veteran's Cemetery List. We are promoting our newest yearbooks and the cemetery list through radio spots and press releases.

I hosted an Indiana Workforce Development Innovation Network Meeting at the request of the Indiana Library Federation in September. The purpose of this meeting was to create a network of education and training providers that are responsive to the needs of employers, are committed to leveraging shared resources, teaching against the same set of skills and competencies, and serving Hoosiers. Similar meetings were held around the state, and I was very happy to host and attend. There were two sessions, one for manufacturers and one for health care workers. Both were equally interesting as I learned about the needs and challenges faced by these specific employer types, namely quantity and quality of job applicants. They need a large, qualified job pool, and are coming up empty-handed. It was a very eye-opening meeting. I received valuable data, heard real-life anecdotes, and learned about a grant opportunity: Skill Up Indiana that could be a positive impact to Indiana's Workforce. Following that meeting I was able to apply the knowledge gained as I met with Deana George of the Adult Learning Center as we consider potential partnerships. Additionally, I was invited to a community conversation hosted by St. Joe's Phoenix Team who is trying to determine an effective path forward. I was able to share a lot of what I had learned at the Innovation Network Meeting (including the information about the grant opportunity) with the assembled leaders of local manufacturing facilities. Wow! All of these meetings were very valuable to me, and I continue to process what I have learned, and consider how we might meet needs and effect change with this information.

DeMotte Foyer painting is underway. I reported to you earlier this year that we were going to paint with a darker color. This is a work in progress as we take a gentle approach with three colors: acai berry, warm oatmeal, and meteor dust.

At our August meeting the board did approve Charlie Halleck Reel to Reel & Cassette Tapes being taken off site to be converted. I will be hand delivering those items to Movie Tyme Productions. We have had an email exchange about retaining ownership of these files, and they have confirmed that yes, we absolutely retain ownership. Our Systems Administrator, Sheila, is also aware of this concern, and we are keeping a collective eye out to make certain everything is handled properly.

The Mobile Operations Center of the Indiana Attorney General's Office was at the Rensselaer Library on September 18 for constituent outreach. The Attorney General's Office set up this outreach as they seek to visit all 92 Indiana counties before the end of October. They were onsite for 90 minutes helping locals register on the Do Not Call list and to help them uncover potential unclaimed funds owed to them from the Indiana Unclaimed division.

Rayann and I viewed a webinar, On Local Government-Property Tax Palooza presented by Purdue Ag-Econ Professor Larry DeBoer, and we attended the 2017 ILF Legislative Fall Forum at Hamilton East Public Library in Fishers on October 5 which is always an informative day.

The City of Rensselaer had to return to library property for more digging mid-September. They were putting the liner in their new pipe and ran into a problem with the pipe that runs through the library property. They did let us know in advance of the digging and kept us updated. They have assured me that if we have tree damage or loss that they will take care of that.

System Administrator News

Sheila reports, "SoftTrack has been removed from all PCs, so we no longer have issues with VNC. ... It's been a long year of troubleshooting that issue and I'm glad to have it behind me. <I> set up external distribution/email groups for our new e-fax...continued tweaking Envisionware at each library according to requests...worked out a way to backup important Envisionware files at each library, and they are being backed up nightly."

She continues, "<I> worked with Becky on Digital Access Card file creation and uploads to TLC...modified DAC instructions to include new TLC upload procedure...created Facebook Ad for DeMotte's Bulanda program...uploaded Eagle Scout Veterans Cemetery Index project to Internet Archive...uploaded the 2 newest RCHS yearbooks to Internet Archive...<and added Wheatfield High School yearbooks to Internet Archive>"

Technical Services News

Becky reports, "I changed the rules in TLC to allow for renewals of AV materials, specifically DVDs, and Blu-rays ...have caught up with the ordering of AV materials...and attended a meeting with Patty Stringfellow, Linda Poortenga, and Sheila Maxwell about upgrading TLC to Release 44. This will be done on the evening of October 16th. I hope this will solve some of the problems Public Services have had using LS2Staff."

She continues, "I worked with TLC, and am now able to create DAC borrower records on my own. There was a problem with my permissions on the TLC server, but that has now been fixed."

DeMotte Library News

Debbie reports, "Jim Bulanda filled our library with music again this year. We had 79 people enjoy this concert as music danced through our library. I had several patrons personally thank me for the program."

She continues, "A Perfect Likeness: Care and Identification of Family Photographs" - We are very excited to have an exhibit from the Indiana State Historical Society on display in our library. The exhibit focuses on how people can preserve 19th century pictures of different processes and formats. We added some of our own local historical photographs to the display area. I have already heard many positive comments."

Rensselaer Library News

Linda reports, "We applied for grant money from the Rensselaer Women's Giving Circle for placing chair rail around all the walls in the Conference room where the table and chairs keep gauging the drywall. We were notified that we will receive the \$175 requested at the Carnegie Center on 10/17. We are excited to get this project started."

Linda continues, "We held Cook the Book, Anime, book discussions, and Coloring programs this month. ... We also held a very successful program on Saving the Monarch Butterfly presented by Barb Lucas...<I> hosted the Chamber Business After-Hours at the library this month... and was asked to speak at the Brushwood Church Senior Saints meeting on 9/27, in order to represent the library and the services we provide in Jasper County."

Wheatfield Library News

Evie reports, "The Youth Services department started their annual school-time programs again, such as book clubs and After School Programs, as well as continued other programming – Story Time and Legos. Rachael also visited the Wheatfield Elementary kindergarten classes and Head Start classes, and Wheatfield's 1st grade classes came to the library to hear a story and check out books...Programs for adults and seniors this month included our regular book discussion and the Books & Coffee discussion, the Morning Movie, an Essential Oils Make-and-Take, and the adult trivia night. The trivia night was a success with 15 participants. They said that they would like to do another, preferring a weeknight over the weekend. Carolynn plans to hold another trivia night during the week between Christmas and New Years.

Evie also reported, "We were just gifted a beautiful crane quilt to put on display in our library! A couple of years ago, during the Sandhill Crane Festival, Darlene DeVries raffled off a quilt she made. A former clerk at DeMotte, Ginger Vis, won the quilt. She called a few weeks ago and asked if we would be interested in keeping it, as she had

no use/need for it and thought it would be a nice addition to our library. The quilt is beautiful and we are in the process of finding the perfect home for it!"

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT
September 30, 2017

	<u>Beginning 2017 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$690,256.72	\$191,276.82	\$1,674,961.75	\$83,845.07	\$1,491,142.53	\$506,437.50
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$390.16	\$11,956.15	\$370.00	\$10,963.90	\$13,309.10
DeMotte	\$3,743.26	\$48.61	\$2,741.50	\$0.00	\$3,126.98	\$4,128.74
Rensselaer	\$8,743.11	\$193.44	\$7,099.45	\$70.00	\$4,329.95	\$5,973.61
Wheatfield	\$1,814.98	\$148.11	\$2,115.20	\$300.00	\$3,506.97	\$3,206.75
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$14.42	\$135.69	\$181,490.04
Bond & Interest Redemption Fund	\$148,083.44	\$0.00	\$326,838.75	\$0.00	\$144,513.06	(\$34,242.25)
Rainy Day Fund	\$2,622,356.36	\$5,900.00	\$149,541.27	\$1,862.88	\$8,916.61	\$2,481,731.70
Includes Investments of: \$2,007,753.72						
State Technology Fund Grant Fund	\$0.00	\$1,927.50	\$13,455.77	\$0.00	\$16,333.34	\$2,877.57
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$0.00	\$26,792.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$216.62	\$0.00	\$198.72	\$10.75	\$154.93	\$172.83
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,231.64	\$71,243.17	\$8,231.64	\$71,243.17	\$0.00
FICA Tax Collected	\$0.00	\$7,744.21	\$67,617.05	\$7,744.21	\$67,617.05	\$0.00
State Tax Collected	\$3,329.68	\$3,478.63	\$30,577.57	\$3,504.48	\$30,752.32	\$3,504.43
County Tax Collected	\$2,486.68	\$2,675.45	\$23,344.44	\$2,698.68	\$23,556.49	\$2,698.73
Deferred Comp.	\$0.00	\$2,290.00	\$18,640.00	\$2,290.00	\$18,640.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,568.48	\$32,415.98	\$3,640.86	\$32,486.59	\$135.00
Employee Life Insur.	\$0.36	\$181.35	\$1,633.15	\$181.34	\$1,633.06	\$0.27
Employee INPRS	\$0.00	\$3,185.61	\$27,898.27	\$3,185.61	\$27,898.27	\$0.00
Garnishments	\$0.00	\$160.34	\$1,417.89	\$160.34	\$1,417.89	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$231,010.19	\$2,478,531.93	\$117,740.28	\$1,947,404.90	\$3,171,293.84

Bank Balances
Jasper County Public Library
Report as of: 9/30/17

<i>Bank</i>		
1	Alliance Bank	\$1,163,270.12
2	Cash On Hand	\$270.00
3	IN-02-0225-0001 TrustIndiana	\$2,007,753.72
<i>Total all banks =</i>		<i>\$3,171,293.84</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD/ACCT #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Fund</u>	<u>Date Invested</u>	<u>Interest Earned</u>	<u>Comments</u>
	IN-02-0225-0001	TrustIndiana	N/A	\$2,000,000.00		Rainy Day	5/15/17	\$740.93	May-17
								\$1,545.65	Jun-17
								\$1,793.44	Jul-17
								\$1,848.93	Aug-17
								\$1,824.77	Sep-17

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:

\$7,753.72

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 9/1/17 To 9/30/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>1. Personal Services</i>								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$6,000.80	\$53,821.73	\$50,586.41	\$15,754.27	77.4
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$91,666.44	\$799,591.86	\$803,958.55	\$281,555.14	74.0
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$6,772.37	\$59,372.79	\$60,867.15	\$31,370.21	65.4
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,744.21	\$67,617.05	\$67,921.64	\$27,354.95	71.2
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$0.00	\$4,203.60	\$5,795.36	\$2,809.40	59.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$9,323.93	\$81,441.34	\$81,645.41	\$27,630.66	74.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$10,051.01	\$92,394.66	\$94,433.32	\$58,441.34	61.3
Subtotal	\$1,603,359.00		\$1,603,359.00	\$131,558.76	\$1,158,443.03	\$1,165,207.84	\$444,915.97	72.3
<i>2. Supplies</i>								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$227.53	\$0.00	\$372.47	37.9
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$1,300.90	\$5,413.69	\$5,490.83	\$3,086.31	63.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$1,055.01	\$5,376.11	\$4,215.72	\$1,123.89	82.7
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$489.66	\$3,329.29	\$3,594.72	\$4,670.71	41.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$121.90	\$251.78	\$878.10	12.2
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$45.31	\$120.61	\$260.28	\$279.39	30.2
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$542.83	\$161.57	\$457.17	54.3
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$3,137.34	\$15,220.78	\$8,680.01	\$279.22	98.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$32.88	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$6,028.22	\$30,352.74	\$22,687.79	\$11,697.26	72.2
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$5,598.20	\$1,885.75	\$1,901.80	74.6
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$441.32	\$6,110.90	\$5,584.83	\$20,453.10	23.0
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$6,420.80	\$25,712.60	\$22,755.02	(\$285.60)	101.1
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$10,000.00	\$26,500.00	\$18,500.00	(\$9,900.00)	159.6
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$780.13	\$5,435.26	\$3,811.70	(\$1,635.26)	143.0
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,471.00	\$1,753.32	\$1,529.00	49.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$2,071.18	\$10,981.01	\$12,836.47	\$9,018.99	54.9
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$933.72	\$6,287.67	\$5,548.28	\$2,212.33	74.0
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$74.20	\$993.43	\$992.09	\$1,006.57	49.7
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$0.00	\$1,621.50	\$3,545.68	\$74,998.50	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$580.09	\$173.90	\$19.91	96.7
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,818.48	\$1,800.00	(\$18.48)	101.0
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$212.00	\$362.00	\$88.00	70.7
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$18,460.00	\$16,333.00	\$8,540.00	68.4
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,070.38	\$16,154.13	\$9,993.03	\$28,845.87	35.9
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$10,618.56	\$72,649.99	\$67,971.10	\$27,350.01	72.6
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$279.95	\$2,362.78	\$2,634.60	\$1,637.22	59.1
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$639.30	\$5,456.80	\$5,295.50	\$2,043.20	72.8
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$4,838.38	\$37,006.94	\$41,917.82	\$80,163.06	31.6
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$99.01	\$237.01	\$2,096.40	\$2,762.99	7.9
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$252.55	\$244.55	\$47.45	84.2
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$32.00	\$578.00	\$550.00	\$1,622.00	26.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$264.00	\$904.08	(\$14.00)	105.6
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$0.00	\$90.35	\$95.20	\$109.65	45.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$819.21	\$88,045.45	\$86,927.93	\$26,187.55	77.1
Subtotal	\$689,506.00		\$689,506.00	\$39,130.09	\$334,880.14	\$314,512.25	\$354,625.86	48.6
4. Capital Outlays								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$279.99	\$6,281.94	\$5,786.47	\$76,342.06	7.6
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	(\$107.50)	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$10,347.67	\$90,021.34	\$102,132.36	\$69,978.66	56.3
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$1,854.96	\$15,952.08	\$14,086.36	\$9,047.92	63.8
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$2,077.13	\$38,922.98	\$27,001.08	\$21,077.02	64.9
Subtotal	\$327,624.00		\$327,624.00	\$14,559.75	\$151,285.84	\$149,113.77	\$176,338.16	46.2
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$191,276.82	\$1,674,961.75	\$1,651,521.65	\$987,577.25	62.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 9/1/17 To 9/30/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
3. Other Services and Charges								
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$250.00	\$6,786.55	\$0.00	(\$6,786.55)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$650.00	\$2,851.00	\$0.00	\$2,149.00	57.0
Subtotal	\$5,000.00		\$5,000.00	\$900.00	\$9,637.55	\$0.00	(\$4,637.55)	192.8
4. Capital Outlays								
4.1 LAND	\$0.00	\$229,000.00	\$229,000.00	\$5,000.00	\$125,528.72	\$0.00	\$103,471.28	54.8
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$51,195.00	\$0.00	\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$14,375.00	\$0.00	(\$14,375.00)	0.0
Subtotal	\$51,195.00	\$229,000.00	\$280,195.00	\$5,000.00	\$139,903.72	\$0.00	\$140,291.28	49.9
Grand Total	\$56,195.00	\$229,000.00	\$285,195.00	\$5,900.00	\$149,541.27	\$0.00	\$135,653.73	52.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for **155 STATE TECHN.FUND GRANT**
Jasper County Public Library

Report Date: From **9/1/17** ***To*** **9/30/17**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>								
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,927.50	\$13,455.77	\$7,264.32	(\$13,455.77)	0.0
Subtotal	\$0.00		\$0.00	\$1,927.50	\$13,455.77	\$7,264.32	(\$13,455.77)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,927.50	\$13,455.77	\$7,264.32	(\$13,455.77)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List
Jasper County Public Library

Report Date: From 9/1/17 To 9/30/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35658	686	AARON'S LAWN CARE	9/11/17	Mowing & Edging	\$1,365.00
35659	687	ACE HARDWARE	9/11/17	Painting supplies, paint, nuts/bolts/nails, paint sample, additive sand	\$49.17
35660	688	ANTHEM BLUE CROSS BLUE	9/11/17	Health Insurance premiums- September 2017	\$12,251.16
35661	689	ANTHEM LIFE	9/11/17	Life Insurance premiums- September 2017	\$98.28
35662	690	APPRAISING SOLUTIONS	9/11/17	Appraisal of property located at: 200 W 10th St. SW, DeMotte, IN 46310	\$300.00
35663	691	AUTOMATIC DOOR SERVICE	9/11/17	Rens: Replaced transmitter battery on interior main entrance door	\$386.00
35664	692	BAKER & TAYLOR	9/11/17	Books, Continuations, AV, Auto. Yours	\$7,495.41
35665	693	BAKER & TAYLOR ENTERTAIN	9/11/17	DVDS, CDs	\$1,759.28
35666	694	BLR	9/11/17	Indiana Employment Law Letter subscription	\$497.00
35667	695	BLUETARP FINANCIAL, INC	9/11/17	Brush, hornet & wasp spray, 2x4 5/8 tile	\$39.70
35668	696	BRODART CO.	9/11/17	Acrylic window sign holders, subject classification labels	\$54.59
35669	697	BUSINESS CARD	9/11/17	Background check, CYPD conference expenses, vacuum, 3Doodler supplies, Legislative Fall Forum registrations- R. Gilmore, P. Stringfellow, batteries, calendars, Digipalooza conference expenses, domain renewals, Directors Meeting expenses, Management Meeting expenses, Eclipse program supplies, Counterparts Meeting expenses	\$1,703.86
35670	698	CENTURION TECHNOLOGIES	9/11/17	Smart Shield licenses & annual maintenance	\$197.20
35671	699	CIRCLE R ELECTRIC, INC.	9/11/17	DeM: Installed light fixture in display case	\$140.25
35672	700	CULLIGAN WATER CONDITIO	9/11/17	Wh: Water Cooler Rental-September 2017	\$11.95
35673	701	THE DAVID HUBERS REVOCA	9/11/17	Earnest money for property located at 200 10th Street SW, DeMotte, Indiana 46310	\$5,000.00
35674	702	DEBORAH KRISTOFF	9/11/17	Mileage 8/14-8/31/17: Deliver digital access cards to KV School, Management Meeting, Librarian's Council meeting, meeting with Patty & Rayann	\$45.48
35675	703	DELL MARKETING L.P.	9/11/17	Toner	\$133.94
35676	704	DELTA DENTAL	9/11/17	Dental Insurance premiums- September 2017	\$534.78
35677	705	DEPARTMENT OF HOMELAND	9/11/17	DeM & Rens: Boiler Inspection/Certificate Fees	\$75.00
35678	706	EDWARD P. DUMAS	9/11/17	Legal Assistance: Real Estate Purchase	\$250.00
35679	707	ENA SERVICES LLC	9/11/17	Internet service for August 2017	\$1,927.50
35680	708	HP Products	9/11/17	Trash bags, m-folds, paper towel rolls, toilet paper, glass cleaner, neutral cleaner, neutral disinfectant	\$855.50
35681	709	HR SPECIALIST	9/11/17	HR Specialist newsletter subscription	\$137.00
35682	710	JAMES BULANDA	9/11/17	Program presenter	\$425.00
35683	711	JUNIOR LIBRARY GUILD	9/11/17	Books	\$3,114.40
35684	712	KAPCO	9/11/17	Poly covers, vinyl label protectors, polyester label protectors, polyester repair tape	\$130.30
35685	713	KIM DELGER	9/11/17	Mileage 8/21/17: 10 Day Challenge meeting	\$23.54
35686	714	KING UNIVERSITY	9/11/17	Replacement of damaged ILL item	\$22.00
35687	715	LINDA POORTENGA	9/11/17	Mileage 8/9-8/19/17: Branch Counterparts meeting, Management meeting, pick up book kits, B2B meeting	\$73.83
35688	716	MARLENE BEEDLE	9/11/17	Mileage 8/8/17: Genealogy meeting	\$23.54
35689	717	MIDWEST TAPE	9/11/17	Audiobook sleeves	\$851.98
35690	718	NETWISE RESOURCES	9/11/17	Wh: Copier repair	\$99.01
35691	719	NIPSCO	9/11/17	Gas & electric service	\$6,446.68
35692	720	NITCO	9/11/17	DeM: Local Phone & Fax Service September 2017	\$162.00
35693	721	OVERDRIVE, INC.	9/11/17	Deposit on Account for Future Content Purchases	\$10,000.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35694	722	PATTY STRINGFELLOW	9/11/17	New Director Workshop expenses; Mileage 8/15-8/30/17: New Director Workshop, Branch Visit, Librarian's Council meeting	\$152.12
35695	723	PRECISION CONTROL SYSTE	9/11/17	DeM: 3 leaks found, temporarily fixed until parts can be ordered; leak found 20' up, moved ceiling tiles & vent, will return with help to fix; Rens: VAV #2 valve & actuator leaking, replaced valve packing, linkage & actuator, VAV #14 valve & actuator leaking, replaced valve, actuator, linkage, & extension kit, VAV #21 valve leaking, replaced valve, linkage, & extension kit	\$2,841.60
35696	724	RCHS CHAOS	9/11/17	Rensselaer Central High School Yearbook 2016-2017	\$45.00
35697	725	RENSSELAER ROTARY CLUB	9/11/17	July & August 2017 dues & meals	\$116.00
35698	726	REPUBLIC SERVICES #715	9/11/17	Wh: Trash Service- September 2017	\$100.69
35699	727	S & S WORLDWIDE, INC	9/11/17	School glue, markers	\$95.80
35700	728	SHEILA MAXWELL	9/11/17	Mileage 12/28/16-8/22/17: Branch Visits, IT Counterparts meeting, Management Meetings, testing hot spots, NICCL Workshop	\$695.19
35701	729	SMITH FARM STORE	9/11/17	Roundup concentrate, pea gravel, mulch	\$85.52
35702	730	STEVE WHITED	9/11/17	Appraisal of property located at: 200 10th St. SW, DeMotte, IN 46310	\$350.00
35703	731	SUNRISE PACKAGING INC.	9/11/17	Audiobook cases, TV Series cases	\$1,448.50
35704	732	THE LIBRARY CORPORATION	9/11/17	Envisionware bundle & installation	\$6,420.80
35705	733	THE TIMES	9/11/17	Newspaper subscription Acct# 170-00009893	\$353.21
35706	734	USA TODAY	9/11/17	Newspaper subscription Acct# 4209466	\$339.75
35707	735	VISION SERVICE PLAN	9/11/17	Vision Insurance Premiums- September 2017	\$214.74
35708	736	WAL-MART COMMUNITY/SYN	9/11/17	Program expenses, cleaning supplies, Eclipse program supplies, cupcake decorating program supplies, Teen Volunteer Party expenses, Positivity treats, children's supplies, DVDs, Summer Reading supplies	\$246.09
35709	737	WARSAW COMMUNITY PUBLI	9/11/17	Replacement of damaged ILL item	\$14.99
35710	738	YVONNE DEL VECCHIO	9/11/17	Mileage 7/5-8/31/17: Walking Books, Book Club, deliver newsletters	\$41.14
0	739	PAYROLL	9/8/17	PAYROLL	\$54,503.36
0	740	ALLIANCE BANK	9/8/17	Direct Deposit Fees August 2017	\$37.00
0	741	BILL HROMADA	9/8/17	Courier Mileage 8/16-8/31/17 (conf# 574)	\$398.04
0	742	GREAT-WEST RETIREMENT S	9/8/17	Annuity Withheld 9/8/17 payroll (Conf. #576)	\$1,145.00
0	743	INDIANA CHILD SUPPORT BU	9/8/17	Child Support Garnishment: Andrea Prescaro 9/8/2017 Payroll (Payment #189032017097145720)	\$80.17
0	744	INDIANA DEPARTMENT OF RE	9/8/17	EFT-State & County Taxes w/held August 2017 Payrolls (Ref #74594)	\$6,154.08
0	745	INPRS fbo PERF	9/8/17	9/8/17 Payroll Contributions	\$6,504.44
0	746	IRS USA TAXPAYMENT	9/8/17	EFT-FICA & Federal Taxes w/held 9/8/17 (Ref #51374511)	\$12,372.11
0	747	SPRINT	9/8/17	Hotspot Data Service August 12 - Septembert 11, 2017 (Conf #570)	\$419.88
0	748	TOWN OF DEMOTTE	9/8/17	DeM: Sewer & Water- August 2017 (conf# 572)	\$167.64
0	749	TOWN OF DEMOTTE	9/8/17	DeM House, 220 10th St SW: Water & Sewer Service- August 2017(Conf. #573)	\$84.72
0	750	TOWN OF WHEATFIELD	9/8/17	Wh: Sewer- September 2017 (conf# 575)	\$56.65
35711	751	BOOKPAGE	9/11/17	Magazine (10/2017-09/2018)	\$528.00
35712	752	CENTURYLINK	9/11/17	Long distance phone service- August 2017	\$15.79
35713	753	CENTURYLINK	9/11/17	Rn: Local Phone Service & Fax September 2017	\$419.66
35714	754	CINDY SMITH	9/11/17	Mileage 9/8/17: Staff Development Day	\$72.76
35715	755	ICC Business Products	9/11/17	Desk kCalendar Regfill, Yearly Wall Calendar, Monthly Wall Calendars	\$45.86
35716	756	INDIANA WASTE SERVICE	9/11/17	DeM: Trash Pick-up, September 2017	\$89.70
35717	757	KIRBY RISK CORPORATION	9/11/17	Light bulbs	\$324.60
35718	758	MELISSA SMITH	9/11/17	Mileage 9/8/17: Staff Development Day	\$72.76
35719	759	MELISSA J. WIDNER	9/11/17	Mileage 9/8/17: Staff Development Day	\$73.13

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35720	760	OFFICE DEPOT	9/11/17	Construction Paper, White Labels, Filler Paper, Sharpies, Protecto Film, Bic Pens, Ruberbands, Brite Rubberbands, Toner, Laser Cartridge, Large Binder Clips, Magic Tape, Double Sided Tape, Ruler, Soap Refill, Air Freshener	\$872.15
35721	761	QUILL CORPORATION	9/11/17	Battery, Calendars, Monthly Desk Pads, Name tags, Antiseptic Cleanse Wipes, Med. Binder Clips, Sticky Notes, Book Tape, Valtz CD file folders, Paper Plates, Clorox Wipes, White Construction PaperLysol, Swiffer Refill	\$720.08
35722	762	SMITH OFFICE EQUIPMENT	9/11/17	Card Stock, Paper Plates, Razor Blades, Notes, Mark Board Cleaner, Turquoise Construction Paper, Hot Pink Construction Paper, Stick Glue	\$106.68
35723	763	UNIQUE MANAGEMENT SERVI	9/11/17	Collections: Initial/Secondary Placements- August 2017	\$98.45
0	764	PAYROLL	9/25/17	PAYROLL	\$49,936.25
0	765	AFLAC	9/25/17	Supplemental Insurance September 2017	\$701.88
0	766	BILL HROMADA	9/25/17	Courier Mileage, 9/1/17 - 9/15/17 (Conf #577)	\$331.70
0	767	CENTURYLINK	9/25/17	WH: Fax Service September 2017 (Conf. # 580)	\$51.47
0	768	CENTURYLINK	9/25/17	WH: Local Phone Service July 2017 (Conf. # 581)	\$131.21
0	769	CITY OF RENSSELAER	9/25/17	RENS: Utilities 8/9/2017 - 9/11/17 (Conf. #582)	\$5,662.11
0	770	GREAT-WEST RETIREMENT S	9/25/17	Annuity Withheld 9/25/17 payroll (Conf. #578)	\$1,145.00
0	771	INDIANA CHILD SUPPORT BU	9/25/17	Child Support Garnishment: Andrea Prescaro 9/25/2017 Payroll (Payment #1890320170919162255)	\$80.17
0	772	INPRS fbo PERF	9/25/17	9/25/17 Payroll Contributions	\$6,005.10
0	773	IRS USA TAXPAYMENT	9/25/17	EFT-FICA & Federal Taxes w/held 9/25/17 (Ref #12342107)	\$11,347.95
0	774	SPARKPAY	9/30/17	Merchant Processing Fees- September 2017	\$13.17
Total Amount of Claims					\$231,010.19

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, October 04, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$231,010.19

Date this 9th day of October, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 2017

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
FINES & FEES:			\$2,047.98	\$20,466.57
DeMotte	\$608.04	\$6,752.40		
Rensselaer	\$818.66	\$8,130.31		
Wheatfield	\$621.28	\$5,583.86		
PHOTOCOPIES:			\$799.60	\$7,665.33
DeMotte	\$285.40	\$2,730.24		
Rensselaer	\$351.90	\$3,437.14		
Wheatfield	\$162.30	\$1,497.95		
INTEREST (Checking, Repurchase, CDs):.....			\$44.34	\$475.42
TAXES:			\$80,799.58	\$1,432,620.84
Property Tax	\$0.00	\$645,859.80		
LOIT	\$17,903.58	\$161,132.22		
License Excise Tax	\$0.00	\$51,820.11		
Financial Institution Tax	\$0.00	\$1,488.12		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,256.59		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$566,064.00		
TAXABLE SALES:-.....			\$3.57	\$44.62
REFUNDS:			\$150.00	\$29,869.75
Rebates/Refund	\$0.00	\$5.21		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$150.00	\$1,850.00		
Reimbursement	\$0.00	\$1,241.94		
Fixed Asset Sales	\$0.00	\$75.00		
Miscellaneous Receipts	\$0.00	(\$94.40)		
Interfund Transfer	\$0.00	\$26,792.00		
TOTAL OPERATING FUND RECEIPTS.....			\$83,845.07	\$1,491,142.53
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$370.00	\$10,963.90
DeMotte	\$0.00	\$3,126.98		
Rensselaer	\$70.00	\$4,329.95		
Wheatfield	\$300.00	\$3,506.97		
LIB. IMPROV. RESERVE FUND:			\$14.42	\$135.69
Interest Earned	\$14.42	\$135.69		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$144,513.06
Property Tax	\$0.00	\$134,046.38		
License Excise Tax	\$0.00	\$9,105.78		
Financial Institution Tax	\$0.00	\$261.49		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,099.41		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$1,862.88	\$8,916.61
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$1,862.88	\$8,916.61		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$16,333.34
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$10.75	\$154.93
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$86,103.12	\$1,672,160.06

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WITHHOLDING ACCOUNT FUNDS:

			\$31,637.16	\$275,244.84
FIT Tax Collected	\$8,231.64	\$71,243.17		
FICA Collected	\$7,744.21	\$67,617.05		
State Tax Collected	\$3,504.48	\$30,752.32		
County Tax Collected	\$2,698.68	\$23,556.49		
Deferred Comp Plan	\$2,290.00	\$18,640.00		
Pre-tax Insurance Plans	\$3,640.86	\$32,486.59		
Life Insurance	\$181.34	\$1,633.06		
INPRS	\$3,185.61	\$27,898.27		
Garnishments	\$160.34	\$1,417.89		
Credit Union	\$0.00	\$0.00		

TOTAL RECEIPTS - ALL FUNDS.....			\$117,740.28	\$1,947,404.90
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Feb

Voucher List

Jasper County Public Library

Report Date: From 10/1/17 To 10/9/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35726	775	AARON'S LAWN CARE	10/9/17	Mowing & edging	\$885.00
35727	776	AMERICAN LIBRARY ASSOCIA	10/9/17	Bookmarks, posters	\$92.00
35728	777	ANTHEM BLUE CROSS BLUE	10/9/17	Health Insurance premiums- October 2017	\$12,251.16
35729	778	ANTHEM LIFE	10/9/17	Life Insurance premiums- October 2017	\$98.28
35730	779	BLUETARP FINANCIAL, INC	10/9/17	Drain repair part, cable tie	\$11.98
35731	780	CARDINAL OFFICE PRODUCT	10/9/17	DeMotte Patron Copier Maintenance 9/24/16-9/24/17	\$276.44
35732	781	CIRCLE R ELECTRIC, INC.	10/9/17	DeM: Install three 250 watt metal halide lamps & one 250 metal halide ballast in parking lot pole lighting	\$523.48
35733	782	DEBORAH KRISTOFF	10/9/17	Book; Mileage 9/8-9/18/17: Staff Development Day, Leadership program, Management meeting, Jim Gill training	\$139.12
35734	783	DELTA DENTAL	10/9/17	Dental Insurance premiums- October 2017	\$534.78
35735	784	EDWARD P. DUMAS	10/9/17	Legal Assistance: Real Estate Purchase	\$1,000.00
35736	785	ENA SERVICES LLC	10/9/17	Internet service for September 2017	\$1,927.50
35737	786	INDIANA DEPT. OF WORKFOR	10/9/17	3rd Quarter 2017 Unemployment Compensation Pymt	\$487.72
35738	787	KAUFMAN SEAL COATING LLC	10/9/17	Wh: Seal coat and stripe parking lot	\$4,400.00
35739	788	KIM DELGER	10/9/17	Mileage 9/8/17: Staff Development Day	\$56.71
35740	789	KIMBERLY HUNTER	10/9/17	Mileage 9/21/17: Interview at DeMotte Library	\$23.54
35741	790	LINDA POORTENGA	10/9/17	B2B expenses; Mileage 9/13-9/27/17: Makerspace Counterparts, B2B, speak at Brushwood Church Senior meeting	\$95.57
35742	791	NANETTE SPEACHT	10/9/17	Mileage 9/8/17: Staff Development Day	\$44.94
35743	792	NICKOLE HACHLICA	10/9/17	Mileage 9/14/17: Shopping for programs	\$21.40
35744	793	PATTY EENIGENBURG	10/9/17	Mileage 9/20/17: Transport	\$3.75
35745	794	PATTY STRINGFELLOW	10/9/17	Mileage 9/1-9/28/17: Directors Meeting, Board Meeting, Branch Visits	\$127.33
35746	795	PEGGY MICHELIN	10/9/17	Mileage 6/13-9/19/17: AV shopping & returns, supply pickup	\$14.98
35747	796	PRECISION CONTROL SYSTE	10/9/17	DeM: Material used while performing contract maintenance; VAV17- got lift to access & replace leaking valve & actuator, installed new 3/4" dielectric union; three pipe leaks, replaced NRG kits & 1" piping off main supply line to bathroom heaters, added isolation valve, replaced piping & fittings on control valve for bathroom unit, replaced valve, linkage, & extension kit, vented piping, added valve & autovent over mechanical room heater; 3rd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2017)	\$7,807.51
35748	797	RELIABLE EXTERMINATORS, I	10/9/17	Rens: Exterior treatment	\$152.00
35749	798	REPUBLIC SERVICES #715	10/9/17	Wh: Trash Service- October 2017	\$100.69
35750	799	ROEING CORPORATION	10/9/17	Tech Maintenance Support - 4th Installment 2017; wireless mouse	\$7,535.00
35751	800	TRUGREEN PROCESSING CE	10/9/17	DeM & Rens: Lawn fertilization	\$160.00
35752	801	VISION SERVICE PLAN	10/9/17	Vision Insurance Premiums- October 2017	\$214.74
35753	811	ACE HARDWARE	10/9/17	Sprinkler head fittings, wire brushes, painting supplies, plaster patching, lithium grease, hooks, barrel bolts, nuts/bolts/nails	\$382.58
0	812	ALLIANCE BANK	10/9/17	Direct Deposit Fees September 2017	\$36.90
35754	813	BAKER & TAYLOR	10/9/17	Books, Continuations, AV, Auto. Yours	\$4,628.93
35755	814	BAKER & TAYLOR ENTERTAIN	10/9/17	DVDS, CDs	\$896.82
35756	815	BUSINESS MANAGEMENT DAI	10/9/17	Subscriptions: Manager's Legal Bulletin Acct# 43590832, Payroll Legal Alert Acct # 43590834	\$229.08

F66

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35757	816	BUSINESS CARD	10/9/17	Background check, Jim Gill Training expenses, Trivia Night expenses, Unbirthday Party expenses, stud finder, drill bit set, drill/driver combo kit	\$441.23
35758	817	CONSOLIDATED INSURANCE	10/9/17	Semi-annual premium for building insurance	\$9,406.00
35759	818	CULLIGAN WATER CONDITIO	10/9/17	Wh: Water Cooler Rental-October 2017, 5-gallon drinking water- 5	\$50.20
35760	819	DONNA BARKO	10/9/17	Mileage 8/7-10/4/17: Bank deposits, Post Office, transport, new employee orientation	\$48.36
35761	820	FINDAWAY WORLD, LLC	10/9/17	Playaway Views, Playaway View cases, Playaway cases	\$916.27
35762	821	INDIANA GROCERY GROUP, L	10/9/17	Management Meeting expenses, Cook the Book program expenses, Chamber After Hours expenses	\$107.64
35763	822	INDIANA WASTE SERVICE	10/9/17	DeM: Trash Pick-up, October 2017	\$91.55
35764	823	MAGAZINE SUBSCRIPTION SE	10/9/17	Annual January - May Magazine Subscription Renewals	\$4,559.52
35765	824	MIDWEST COLLABORATIVE F	10/9/17	Webinar registration: L. Poortenga	\$59.00
35766	825	MIDWEST TAPE	10/9/17	DVDs, CDs	\$721.51
35767	826	NIPSCO	10/9/17	DeM & Wh: Gas & electric service	\$5,824.79
35768	827	NITCO	10/9/17	DeM: Local Phone & Fax Service October 2017	\$162.77
35769	828	OFFICE DEPOT	10/9/17	Copy paper	\$137.50
35770	829	RENSELAER LAUNDRY ROO	10/9/17	Laundry	\$22.00
35771	830	SCHOLASTIC LIBRARY PUBLI	10/9/17	Continuations	\$156.00
35772	831	UNIQUE MANAGEMENT SERVI	10/9/17	Collections: Initial/Secondary Placements- September 2017	\$107.40
35773	832	WAL-MART COMMUNITY/SYN	10/9/17	Children's supplies, Eclipse program expenses, DVDs	\$110.73
35774	833	WAYFAIR	10/9/17	Dining table & chairs	\$510.04
Total Amount of Claims					\$68,592.44

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 09, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$68,592.44

Date this 9th day of October, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Nov

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 13, 2017, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of October Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 14; R 18; R 30)

General Business

Technical Services Librarian & Systems Administrator
Annual Reports (R 30)
Permission to De-Select – VHS (R 30)
Health Insurance Renewal (R 30)
Dental Insurance Renewal (R 30)
Vision Insurance Renewal (R 31)
Adoption of Revised Internal Controls
Standards & System (R 31)
2018 Slate of Officers (R 31)
Year-End Board Meeting (R 31)

Information
Action
Action
Action
Action

Action
Information
Information

Director's Report (R 30-R 34)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

October 9, 2017
Rensselaer Library

Present: Jody Melton, Janet Umlauf, Natalie Waling, Mark Heinig, Kevin Kaluf, Janelle Harper, Patricia Stringfellow, Rayann Gilmore

Absent: Kristie Housman

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the September Board Meeting Minutes, bills/financial reports, and Salary Ordinance Update were approved as presented on a motion by J. Umlauf, seconded by J. Harper. Motion passed.

Budget 2018 Adoption: P. Stringfellow reviewed with the board that the 2018 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund \$2,735,708; Rainy Day Fund \$268,273; Bond & Interest Redemption Fund \$164,070. The 2018 budget was adopted as advertised with a motion by M. Heinig, seconded by K. Kaluf. Motion was unanimously passed.

Digital Access Card Policy: In 2015 the board approved our issuing Digital Access Cards to KV and Rensselaer Schools with named parameters. This fall DeMotte Christian Schools and Covenant Christian School expressed interest in digital access cards, so 150 cards were issued to each school. The policy contains the parameters that the board previously approved. J. Umlauf moved to adopt the Digital Access Card Policy as presented, seconded by J. Harper. Motion passed.

Hotspot Policy: Earlier this year the board approved our Hotspot Service with named parameters, and we have been successfully circulating the popular hotspots. The policy contains the parameters that the board previously approved with two exceptions: 'Borrowers are limited to one hotspot' was added and the original replacement cost was named \$50 but it has been changed to \$180 which is the know replacement cost at this time. Some new information was learned this summer that has caused up to update the replacement amount. M. Heinig moved to adopt the Hotspot Policy as presented, seconded by K. Kaluf. Motion passed.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. M. Heinig made a motion to request an advanced draw, seconded by J. Umlauf. Motion passed.

2018 Slate of Officers: President J. Melton appointed J. Umlauf as chair of the nominating committee replacing Deana George who no longer serves on the board. The nominating committee, J. Umlauf (chairperson), K. Kaluf, and N. Waling, will present a slate of officers for 2018 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

Director's Report: We have received a fully signed Option Agreement and Purchase Agreement regarding the Hubers property. We are waiting to hear about a closing date.

P. Stringfellow sent a letter to Lois and Jeff DeVries regarding board permission to salvage. In the letter, dated September 14, they were instructed to contact her to discuss specific dates for salvage. To date there has been no response.

Hamstra has completed the required work at the two houses that we do own so that water is now considered abandoned to the Town of DeMotte's satisfaction.

We will be installing our new phone system in October. Installation dates are as follows: Rensselaer, October 12; Wheatfield, tentatively October 19; and DeMotte, tentatively October 26.

The Wheatfield High School, Arcus, has been added to our digitized yearbook collection. A History page has been created on the library's website that contains our digitized collections: high school yearbooks, historic maps, obituary indexes, oral histories, our Milroy collection, and our newly received Jasper County Veteran's Cemetery List. A radio spot has been done to promote the newly added yearbooks and the new Jasper County Veteran's Cemetery List resource.

Adjournment: With no further matters for discussion J. Melton adjourned the meeting at 6:23 PM.


Natalie Waling, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
October 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	29	2	0	31
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	74	1	1	76
Blu-Ray (DBR)	233	2	2	237
Books on CD (DBKCD)	99	13	4	116
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	76	2	5	83
Digital Audiobooks (DDA)	42	0	1	43
DVD (DDVD)	1548	53	20	1621
Equipment (DEQP)	25	0	0	25
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	19	0	1	20
Fiction (DFIC)	569	17	18	604
Fiction Fantasy (DFICF)	4	1	1	6
Fiction Mystery (DFICM)	111	8	4	123
Fiction New (DFICNEW)	439	19	24	482
Fiction Science Fiction (DFICSF)	6	1	0	7
Fiction Western (DFICW)	1	3	0	4
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	65	0	2	67
Hanging Bags (DHANG)	6	0	1	7
ILL (DILL)	23	3	2	28
Internet (DINTER)	579	0	0	579
Juv. Audio book (DJAUDB)	25	0	2	27
Juv. Biography (DJBIO)	77	5	0	82
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	13	2	0	15
Juvenile Easy (DJE)	882	31	10	923
Juv. Easy Non-fiction (DJENF)	42	0	1	43
Juv. Easy Reader (DJER)	313	3	1	317
Juv. Fiction (DJFIC)	390	12	9	411
Juv. Holiday books (DJHOL)	187	2	0	189
Juv. Magazine (DJMAG)	16	0	0	16
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	229	25	9	263
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	111	1	0	112

Large Print Fiction (DLPF)	163	18	5	186
Large Print Nonfic (DLPNF)	13	1	0	14
Magazine (DMAG)	405	1	1	407
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	0	0	0	0
Nonfiction 100 (DNF100)	12	1	1	14
Nonfiction 200 (DNF200)	28	4	1	33
Nonfiction 300 (DNF300)	38	3	3	44
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	21	0	1	22
Nonfiction 600 (DNF600)	86	4	0	90
Nonfiction 700 (DNF700)	40	4	0	44
Nonfiction 800 (DNF800)	11	3	1	15
Nonfiction 900 (DNF900)	51	2	1	54
Nonfiction Blu-Ray (DNFBR)	4	0	0	4
Nonfiction DVD (DNFDVD)	84	2	4	90
Nonfiction (DNFIC)	7	0	0	7
Nonfiction New (DNFNEW)	69	6	6	81
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	1	0	0	1
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	3	0	0	3
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	94	0	97
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	2	2
YA Biography (DYAB)	9	0	0	9
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	103	2	5	110
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	18	2	0	20
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	5	0	0	5
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	28	2	35
Blu-Ray (RBR)	1	278	5	284
Books on CD (RBKCD)	7	118	3	128
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	161	4	169
Digital Audiobooks (RDA)	0	39	0	39
DVD (RDVD)	22	2423	22	2467
Equipment (REQP)	0	1	0	1
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	19	0	19
Fiction (RFIC)	38	504	24	566
Fiction New (RFICNEW)	16	351	9	376
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	8	0	8
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	106	3	109
Hanging Bag (RHANG)	0	16	0	16
ILL (RILL)	1	24	0	25
Internet (RINTER)	0	915	0	915
Juv. Audio book (RJAUDB)	0	41	6	47
Juv. Biography (RJBIO)	6	20	0	26
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	34	0	34
Juvenile Easy (RJE)	6	651	8	665
Juv. Easy Non-fiction (RJENF)	0	61	1	62
Juv. Easy Reader (RJER)	11	240	0	251
Juv. Fiction (RJFIC)	18	454	6	478
Juv. Magazine (RJMAG)	0	25	0	25
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	11	353	4	368
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	1	126	1	128
Large Print Fiction (RLPF)	6	207	6	219
Large Print Nonfic (RLPNF)	1	5	0	6
Magazine (RMAG)	0	260	0	260
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	1	5
Non-Fiction 100 (RNF100)	2	21	3	26
Non-Fiction 200 (RNF200)	5	15	0	20
Non-Fiction 300 (RNF300)	11	53	4	68
Non-Fiction 400 (RNF400)	0	9	0	9
Non-Fiction 500 (RNF500)	0	13	0	13
Non-Fiction 600 (RNF600)	9	164	7	180
Non-Fiction 700 (RNF700)	9	37	4	50
Non-Fiction 800 (RNF800)	0	5	1	6
Non-Fiction 900 (RNF900)	7	43	1	51
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	2	179	2	183
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	9	176	5	190
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	7	0	7
Reference (REF)	0	2	0	2
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	3	0	3
Software (RSWAR)	0	5	0	5
SRCS (SRCS) DeMotte	48	4	3	55

SRCS (From other libraries ILL-SR)	0	0	0	0
SRCS (SRCSW) Wheatfield	0	1	8	9
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	0	6	0	6
YA Biography (RYAB)	1	0	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	66	10	83
YA Music CD (RYACD)	0	12	0	12
YA Nonfiction (RYANF)	0	6	0	6
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	7	5	8	20
Blu-Ray (WBR)	1	2	218	221
Books on CD (WBKCD)	16	19	116	151
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	4	2	103	109
Digital Audiobooks (WDA)	2	2	22	26
DVD (WDVD)	15	39	1892	1946
Equipment (WEQP)	0	0	12	12
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	19	19
Fiction (WFIC)	14	21	208	243
Fiction Fantasy (WFICF)	2	1	11	14
Fiction Mystery (WFICM)	2	1	39	42
Fiction New (WFICNEW)	38	10	228	276
Fiction Science Fiction (WFICSF)	0	0	7	7
Fiction Western (WFICW)	0	1	1	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	1	31	34
Hanging Bags (WHANG)	1	0	11	12
ILL (WILL)	0	1	33	34
Internet (WINTER)	0	0	314	314
Juv. Audio book (WJAUSB)	0	1	21	22
Juv. Biography (WJBIO)	10	1	0	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	18	18
Juvenile Easy (WJE)	5	16	719	740
Juv. Easy Non-fiction (WJENF)	0	2	48	50
Juv. Easy Reader (WJER)	2	2	322	326
Juv. Fiction (WJFIC)	31	11	261	303
Juv. Magazine (WJMAG)	0	0	7	7
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	20	14	161	195
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	1	289	291
Large Print Fiction (WLPF)	18	19	158	195
Large Print Nonfic (WLPNF)	2	0	15	17

Magazine (WMAG)	4	0	276	280
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	4	0	13	17
Non-Fiction 200 (WNF200)	3	0	9	12
Non-Fiction 300 (WNF300)	1	1	13	15
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	0	0	1	1
Non-Fiction 600 (WNF600)	4	7	57	68
Non-Fiction 700 (WNF700)	0	0	20	20
Non-Fiction 800 (WNF800)	0	1	0	1
Non-Fiction 900 (WNF900)	7	3	22	32
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	4	6	128	138
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	7	3	46	56
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	2	2
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	5	25	115	145
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	4	2	10	16
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	7923	8877	6314	23114

CIRCULATION BY HOLDINGS CODE

Month Year

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	29	2	0	31
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	86	34	11	131

Blu-Ray (BR)	239	283	225	747
Books on CD (BKCD)	122	150	123	395
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	84	165	112	361
Digital Audiobooks (DA)	44	41	23	108
DVD (DVD)	1585	2515	1934	6034
Equipment (EQP)	25	1	12	38
See librarian (ERR)	0	0	0	0
Express Book (EXP)	19	19	20	58
Fiction (FIC)	621	542	250	1413
Fiction Fantasy (FICF)	6	2	12	20
Fiction Mystery (FICM)	113	9	43	165
Fiction New (FICNEW)	493	380	261	1134
Fiction Science Fiction (FICSF)	6	1	7	14
Fiction Western (FICW)	1	4	1	6
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	8	0	8
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	67	107	36	210
Hanging Bags (HANG)	7	16	12	35
ILL (ILL)	24	28	35	87
Internet (INTR)	579	915	314	1808
Juv. Audio book (JAUDB)	25	42	29	96
Juv. Biography (JBIO)	93	26	0	119
Juv. Book on CD (JBKD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	13	36	18	67
Juvenile Easy (JE)	893	698	737	2328
Juv. Easy Non-Fiction (JENF)	42	63	50	155
Juv. Easy Reader (JER)	326	245	323	894
Juv. Fiction (JFIC)	439	477	276	1192
Juv. Holiday (JHOL)	187	2	0	189
Juv. Magazine (JMAG)	16	25	7	48
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	260	392	174	826
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	1	0	1
Juv. Toddler (JTOD)	113	128	290	531
Large Print Fiction (LPF)	187	244	169	600
Large Print Nonfic (LPNF)	16	6	15	37
Magazine (MAG)	409	261	277	947
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	0	4	1	5
Non-Fiction 100 (NF100)	18	22	17	57
Non-Fiction 200 (NF200)	36	19	10	65
Non-Fiction 300 (NF300)	50	57	20	127
Non-Fiction 400 (NF400)	3	9	3	15
Non-Fiction 500 (NF500)	21	13	2	36
Non-Fiction 600 (NF600)	99	175	64	338
Non-Fiction 700 (NF700)	49	41	24	114
Non-Fiction 800 (NF800)	11	9	2	22
Non-Fiction 900 (NF900)	65	48	24	137
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	90	187	134	411
Nonfiction (NFIC)	7	0	0	7
Nonfiction New (NFNEW)	85	185	57	327
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	2	0	4
Professional Coll. (PROF)	1	7	0	8
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	62	93	57	212
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	3	1	15
Software (SWAR)	3	5	2	10
SRCS (SRCS) DeMotte	48	4	3	55
SRCS (From other libraries III-SRC	3	94	0	97
SRCS (SRCSW) Wheatfield	0	1	8	9
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUSB)	0	6	2	8
YA Biography (YAB)	10	0	0	10
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	115	93	130	338
YA Music CD (YACD)	0	12	0	12
YA Nonfiction (YANF)	22	10	10	42
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	5	1	1	7
				0
Free reads	151	148	112	411
Games/Puzzles	42	41	0	83
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8178	9157	6483	23818

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1602	1350	876	3828
Nonfiction	646	755	343	1744
CHILDREN'S BOOKS				
Fiction	1800	1550	1626	4976
Nonfiction	582	484	224	1290
YA BOOKS				
Fiction	182	200	166	548
Nonfiction	32	10	10	52
Magazines, Adult	409	269	277	955
Magazines, Children	16	25	7	48
Sound Recordings, adult	250	362	263	875
Sound Recordings, ch	45	106	59	210
Online databases	0	0	0	0
Software	3	5	2	10

SRCS	51	99	11	161
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1914	2985	2293	7192
Equipment	25	1	12	38
Total	7557	8201	6169	21927
 A-V Circulation	 2212	 3458	 2617	 8287
A-V Circulation as % of total	29.3%	42.2%	42.4%	37.8%

October 2017

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

[illegible]

WHEATFIELD

[illegible]

% change

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
22,842	22,961	16,156	16,206	15,750	ADULT BOOKS
18,691	18,753	19,283	19,236	9,742	15,882 Fiction
					9,755 Nonfiction
					CHILDREN'S BKS
16,494	16,591	13,065	13,366	13,072	13,133 Fiction
9,002	9,064	6,351	6,378	6,795	6,825 Nonfiction
					YA BOOKS
2,392	2,399	3,120	3,207	3,101	3,134 Fiction
625	625	384	384	268	267 Nonfiction
				2	2 Magazines,Adult
					0 Magazines, Child
0	0	0	0	0	0 Games, Toys
3,893	3,901	286	296	4,442	4,377 Sound Rec/Adult
702	704	4,413	4,418	882	882 Sound Rec/Child
20	20	646	646	16	16 Online Databases
209	209	17	17	-11	-11 Software
					SRCS
106	106				Vertical Files
6,200	6,258	10,065	10,134	5,865	5,898 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
81,294	81,709	73,928	74,430	59,981	60,217 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

October 2017

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	235	51	211	46	268	58	714	155
LOCAL HISTORY								
In person	3	1	8	2	0	0	11	3
Letters written	2	2	3	3	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	579	24	915	38	314	13	1808	75
Internet use-Wireless	2263		2759		744		5766	
Computer software used	0	0	0	0	0	0	0	0
VCR Use	0	0	1	0	0	0	1	0
Microforms	4	1	69	9	0	0	73	10
CD ROM/Online databases	0	0	0	0	0	0	0	0
Public FAX24	34		19		42		95	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	4	1	1	0	7	2
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	16		2		0		18	
Outreach activities	30	30	19	13	0	0	49	33
Notarized documents	12	3	16	4	5	1	33	8
Meeting Room Use (no. of group	67	22	66	22	32	11	165	55
Study room use	51	4	64	5	47	4	162	14
Proctoring	1	1	5	3	0	0	6	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2063	
IN-HOUSE USE ITEMS	816		546		135		1497	
SELF-CHECKOUT USE	203		631		216		1050	
INTERLIBRARY LOANS								
Requests made for:							266	67
Items rec'd for:							210	105
Items requested by other libraries							73	
Items supplied to other libraries							73	37

REGISTRATIONS

Total Borrowers	7879	12189	5023	25091
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	303	499	129	931
Number of New Patrons Added	48	43	36	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	15	90	23	138	13	78	51	306
Number attending	186		191		221		598	
YA Programs (14-17)	2	12	2	12	3	18	7	42
Number attending	72		16		7		95	
Adult Programs	4	24	6	36	2	12	12	72
Number attending	122		72		57		251	
Senior Citizen Programs	13	78	4	24	3	18	20	120
Number attending	60		28		21		109	
Total Number of Programs	34	204	35	210	21	126	90	540
Total Persons Attending	440		307		306		1053	
Total Attending Same Month Last Yr.	317		411		624		1352	
Total Staff Hours Spent		343		356		213	913	1111
Total Number of In-House Program	26		34		16		76	
Total Attendance	309		294		188		791	
Total Number of Outreach Program	8		1		5		14	
Total Attendance	131		13		118		262	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4193	55.6%	5403	66.3%	4337	71.0%	13933	63.9%
Corporate	108	1.4%	29	0.4%	0	0.0%	137	0.6%
Juvenile 0-11	75	1.0%	213	2.6%	29	0.5%	317	1.5%
Juvenile-AV	855	11.3%	978	12.0%	740	12.1%	2573	11.8%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	279	3.7%	371	4.6%	141	2.3%	791	3.6%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	11	0.1%	57	0.7%	2	0.0%	70	0.3%
Reciprocal YA	7	0.1%	10	0.1%	0	0.0%	17	0.1%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	42	0.5%	0	0.0%	42	0.2%
School AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
St. Joseph College	0	0.0%	2	0.0%	0	0.0%	2	0.0%
SRCS	0	0.0%	75	0.9%	0	0.0%	75	0.3%
Staff	1796	23.8%	600	7.4%	663	10.8%	3059	14.0%
Walking books	64	0.8%	125	1.5%	24	0.4%	213	1.0%
YA 12-17	7	0.1%	6	0.1%	0	0.0%	13	2.5%
YA-AV	142	1.9%	236	2.9%	176	2.9%	554	2.5%
Total	7537		8151		6112		21800	
All items borrowed by nonresidents	297	3.9%	486	6.0%	143	2.3%	926	4.2%

**Salary Ordinance 2017
Updated 11/13/17**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
James Keown	Janitor	\$11.76	11/1/17	10	D
Shannon Fuhrman	Youth Services Specialist	\$15.85	11/16/17	35	D

We have hired James Keown as DeMotte Library Janitor, replacing Joseph Keller who no longer works for the library. We have hired Shannon Fuhrman as Youth Services Specialist at DeMotte Library, replacing Sheree Belt who no longer works for the library

We have examined and approved the changes to the 2017 Jasper County Public Library Salary Ordinance. Dated 11/13/17.

<u>M. H. Hering</u>	<u>Natalie A. Lebling</u>
<u>Carol L. Rarson</u>	<u>Janet Winkler</u>
<u>Kristie Housner</u>	<u>My Whip</u>
<u>Wesley J. Melton</u>	

Materials Selection Policy

LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The library sets as its major goals in materials selection: to inform, enrich and empower all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, movies, audio books, e-books, music and computer software.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

No new format may be added without Board approval.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.
2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.
3. Juvenile: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from birth to age 12.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- Critical reviews and information in professional selection aids
- Effectiveness of style, format and content for intended audience
- Need for breadth and diversity of viewpoints and subjects within the collection
- Relation to existing collection and other materials on the subject
- Reputation and significance of author, publisher, composer and/or artist
- Patron interest
- Cost
- Contemporary significance or permanent value
- Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity, the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will collect and retain a copy of all written and photographic materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families. In most cases, the Library is not able to accept clothing and other such historical memorabilia.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes the final decision on its use or other disposition of the gift.
4. The Library reserves the right to decide the conditions of display, housing and access to the materials.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint using a Request for Reconsideration Form which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer useful to the library system will be disposed of according to good library practice and retention schedules.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

Adopted June 18, 1948. Amended 2/61, 6/67, and 1/80 by the ALA Council
Policy revised 11/96, 11/99; 11/01; 11/03; 11/09; 11/11; 11/13;
revised 11/15; reviewed 11/17

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing. Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue or when library card has expired.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges. ~~St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges.~~

Temporary residents are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if proof is available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children, and adults, and ~~is NOT waived for Senior Citizens.~~

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. They Parents or legal guardians are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons in Collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM
Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with one renewal
Blu-ray/DVD's and VHS, nonfiction	3 weeks, with one renewal
Blu-ray/DVD's and VHS, entertainment:	1 week, with no one renewal
Hotspot	1 week, with no renewal
Park Pass	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR/DVD player:	in house use only
E-devices	in house use only

All materials ~~except entertainment Blu-ray, entertainment DVDs, and entertainment VHS~~ may be renewed for one additional loan period except for Hotspots and Park Passes. All circulating materials may be held for patrons ~~except for Hotspots and Park Passes~~. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

~~For school purposes books may be borrowed for an extended loan period of 6 weeks (with no one three-week renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.~~

Loan Limits

Blu-ray, VHS/DVDS: 5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, 5 entertainment VHS, 5 nonfiction VHS, and 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray, VHS/DVD's with signed parental permission form.

Circulating computer software: no limit per borrower's card.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's: 20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)

All other materials: Unlimited loan

Fines and Fees

May only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

<u>Overdue materials:</u>	Adult/YA Items:	\$.10 per day per item
	Juvenile items	\$.05 per day per item
	Blu-ray, VHS and DVDs:	\$1.00 per day per item
	Hotspot	\$5.00 per day per item
	Park Pass	\$1.00 per day per item
	Interlibrary Loan Items	\$.10 per day per item (InShare/SRCS)
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)

<u>Overdue materials referred to collection agency:</u>	\$10.00 per borrower plus overdue fines/fees
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Regarding ILL items, lost or returned damaged, the loaning library determines the fees patrons will pay.

<u>Interlibrary Loan Item Not Picked Up</u>	\$1.00
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<u>Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit (exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged
<u>Lost Book</u>	Original retail cost of item plus \$5.00 processing fee
<u>Transparent Language</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost case- Blu-ray, VHS, DVD, CD, Playaway, or computer software:</u>	\$2.50 per case (this includes processing fee)
<u>Lost case – Audio book/Playaway View:</u>	\$6 per case (this includes processing fee)
<u>Lost audiobook/Playaway/Playaway Views:</u>	Original retail cost of item plus \$10 processing fee
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged computer software:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged computer software user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	\$5.00 plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged hanging bag:</u>	\$5.00 per item (this includes processing fee)
<u>Lost or damaged bar code</u>	\$.10
<u>Lost or damaged Playaway Battery Cover:</u>	\$1.50 (this includes processing fee)
<u>Lost or damaged Playaway View Charging Cord:</u>	\$15 (there is no processing fee)
<u>Lost or damaged Hotspot:</u>	\$180 (there is no processing fee)
<u>Lost or damaged Hotspot wall charger:</u>	\$6
<u>Lost or damaged Hotspot cable:</u>	\$4

Definition of Damaged Materials: Any material damaged while checked out to a patron where the damage is extensive enough to warrant removal from the collection and/or the material is deemed beyond repair. Examples of such damage include, but are not limited to, the following types of damage:

- Water, heat, smoke, fire, and/or mold damage
- Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc.
- Excessive writing, highlighting, or marking on library materials

- Malicious disfigurement of the physical item
- Malodorous items (pervasive, strong odors)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$20.00 all hardback books, Blu-ray, VHS, DVDs, CDs
 \$8.00 all paperbacks
 \$1.00 all vertical file items, newspapers
 \$25.00 computer software
 \$40.00 audiobooks
 \$50.00 Playaways
 \$100.00 Playaway Views

Lost or damaged borrower's card: \$2.00

Photocopy Fees:

<u>Customer-operated copiers</u>	10 cents per single side
	20 cents double side
<u>Staff-operated copiers</u>	20 cents single side
	40 cents double side
<u>Transparencies:</u>	40 cents each

Printing Fees:

Public Computer Workstations	10 cents per page per side
Microfilm/Genealogy Workstations	10 cents per page per side
Personal Devices	10 cents per page per side

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
 Rewriteable Disks
 Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries. The following JCPL items will not be loaned via interlibrary loan: Genealogy, ILL with barcode, eBooks, Express, Reference, New (added in last 12 months), Professional Collection, Milroy Collection, Ready Reference, Vertical File, Textbooks, Playaway, Playaway View, Equipment, and Leap Pad.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/17

Indemnification Policy

Jasper County Public Library

The Library Board desires to protect and defend its officers, directors, administrators, employees and volunteers in certain legal suits arising out of performance of their duties for, or employment with, the library.

Therefore, the Library Board of the Jasper County Public Library authorizes that any officer, director, administrator, employee or volunteer of the corporation who is named as a defendant in a lawsuit as a result of his/her duties for, or employment with, the Jasper County Public Library shall be provided legal representation at the library's cost and shall be further indemnified and held harmless from any liability, cost or damages connected with said litigation. This indemnification will cover the above-named persons so long as their actions were taken in good faith, were not intentional, and were not the result of malfeasance on their part.

11/99; revised 11/09; reviewed 11/17

PEOPLE COUNT WEEK: WEEK OF OCTOBER 9-14, 2017

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2017	1539	1829	996	191	241	101	54	52	4	206	342	132	220	130	97	420	116	167	119	128	28	399	283	88
2016	1467	2177	1257	193	229	65	140	50	5	669	1364	351	88	88	55	189	132	145	44	84	59	148	279	52
2015	1314	1657	1098	65	252	70	18	85	3	772	1150	401	101	105	66	213	160	138	46	121	19	140	311	56
2014	1306	2309	1080	87	218	170	19	11	7	641	1135	383	107	101	77	248	142	232	51	128	28	121	420	76
2013	1338	2044	1242	101	376	193	17	10	5	487	915	322	80	123	69	187	189	209	33	104	32	128	268	59
2012	1409	2130	2037	104	155	308	11	49	0	319	446	195	55	84	103	167	136	225	48	115	42	79	176	95
2011	1459	1892	1188	116	116	142	18	53	4	294	508	241	149	97	71	252	112	184	36	102	21	146	215	96

D R W

Total number:

2017	3148	3121	1613
2016	2938	4403	1989
2015	2669	3841	1851
2014	2580	4464	2053
2013	2371	4029	2131
2012	2192	3291	3005
2011	2470	3095	1947

Monthly Equivalents

REFERENCE QUESTIONS

	D	R	W
Telephone: Directional	953	563	420
Telephone: Reference	515	554	554
In-person: Directional	182	502	723
In-person: Reference	1728	1225	381
Total	3378	2844	2078
COPIES MADE FOR PATRONS	234	225	17

Resolution To Establish Internal Controls

WHEREAS, the Board of Trustees of the Jasper County Public Library recognizes their responsibility to the residents and taxpayers of the district, to maintain minimum internal control standards as defined by State Board of Accounts and IC 5-11-1-27(g).

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Jasper County Public Library do hereby adopt internal control standards and ensure that personnel receive training.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 13th day of November, 2017 at which meeting a quorum was present.

NAY

AYE

ATTEST: Natalie A. Welling Secretary

Unit Name: Jasper County Public Library
 Accounting Area: **Library Credit Cards** (major credit cards)
 Created: 6/22/17
 Adopted: 11/13/17
 Revised:

Objectives	
Operations	Library Credit Cards for the Jasper County Public Library will be used to facilitate business transactions that are consistent with current budget and policies. Issuance, recordkeeping and custody of the cards will be in accordance with State Board of Accounts regulations. All credit card transactions will be supported by complete documentation indicating who made the purchase, the items purchased, charges, and the date of purchase.
Reporting	All credit card charges will be accurately reported in their entirety and in the appropriate time period.
Compliance	Credit Card usage will meet the requirements of the Accounting and Uniform Compliance Guidelines Manual for Libraries.

Control Environment:

1. The oversight body and management demonstrate a commitment to integrity and ethical values.
The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.
 2. The oversight body oversees the entity's internal control system.
The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.
 3. Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.
The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.
 4. Mgt demonstrates a commitment to attract, develop and retain competent individuals.
 - Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.
 - Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.
 - Jasper County Public Library feels that the professional development of staff at all levels is of
-

Unit Name: Jasper County Public Library
Accounting Area: **Library Credit Cards** (major credit cards)
Created: 6/22/17
Adopted: 11/13/17
Revised:

utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.

Mentoring and cross training are key considerations for retention and succession planning. Contingency plans are in place for key roles.

5. Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.
- Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.
 - Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.
 - Annual personnel reviews will include evaluation of internal control compliance. Corrective action procedures will be utilized in accordance with the Staff Handbook.

Risk Assessment:

6. Mgt defines objectives clearly to enable the identification of risks and defines risk tolerances.
- See objectives as noted above and risks and tolerances as noted below.

7. Mgt identifies, analyzes and responds to risk related to achieving the defined objectives.
- Management has defined the following risks:
Lack of knowledge regarding statute/requirements
Non-compliance with statute/requirements
Non-existent or incomplete staff procedures regarding credit card purchases
Non-compliance with library procedures for issuance and use
Lost, incomplete, inaccurate, fraudulent, or non-existent receipts
Items are purchased that are not allowable expenses
Items are purchased that are not for the library
The library being charged tax for purchases that are not travel related
Lost or stolen credit cards
Staff member leaves employment while still in possession of library credit card
Equipment and/or supplies purchased via credit card are lost or stolen (not secured by the library)
 - Management's analysis and response to risk is as follows:
Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.
Staff procedures for library credit cards will be written, reviewed annually, and revised as needed.
Credit card statements will be reviewed for accuracy and compared to supportive documentation before being paid.
Credit card receipts will be reviewed to ensure that all charges are for the library and
-

Unit Name: Jasper County Public Library
Accounting Area: **Library Credit Cards** (major credit cards)
Created: 6/22/17
Adopted: 11/13/17
Revised:

allowable.

Non-compliance with library procedures for issuance and use of credit cards is not acceptable and will be addressed with corrective measures and noted in performance reviews.

Staff is expected to make every effort to correct an inaccurate receipt or replace a lost receipt. Receipts will be evaluated for authenticity.

Equipment and/or supplies purchased via credit card will be checked in and verified by another staff member.

The library will not pay taxes on purchases except for travel expenses.

Lost or stolen credit cards must be reported to the Business Manager immediately, and Business Manager will cancel the lost or stolen credit card.

Credit cards that are in the possession of a former employee will be cancelled.

8. Mgt considers the potential for fraud when identifying, analyzing and responding to risks.

- Any actions involving library credit cards, deemed to be fraudulent in nature, will be reported to the Director.
- The Library Board will adopt a Materiality Policy which will be reviewed annually.
- The library will address instances of fraud and misappropriation as directed in the Materiality Policy.
- The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.
- The library will bond the Board Treasurer and Assistant Treasurer and will include Employee Theft Coverage in the library's building insurance.
- Documentation associated with library credit card purchases will be reviewed by multiple staff which lessens the opportunity for deceptive alterations.

9. Mgt identifies, analyzes and responds to significant changes that could impact the internal control system.

- Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: issuance of library credit cards, recordkeeping, reviewing and paying credit card statement, reviewing supporting documentation, and preparing check for payment.
 - Invoices and supportive documentation for library credit card purchases that are waiting to be made will be stored in fire files as space allows.
 - The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.
 - Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.
 - Financial data is backed up daily and taken offsite.
 - The library's financial accounting system can be installed on any computer that has the appropriate software installed.
-

Unit Name: Jasper County Public Library
Accounting Area: **Library Credit Cards** (major credit cards)
Created: 6/22/17
Adopted: 11/13/17
Revised:

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

- **The Business Manager is the custodian of the library credit cards.**
- **Access to and issuance of library credit cards will be limited to the Director, Business Manager and HR Specialist.**
- **All items purchased with a library credit card except for those associated with travel will be checked in at the library by staff that did not make the purchase.**
- **Staff responsible for check-in of purchased items will initial and date receipt.**
- **Credit card statement will be compared to supporting documentation to ensure that everything listed on the statement was purchased by the library, has been checked in, and is an allowable expense.**
- **Statements and supportive documentation will be compared before checks are written.**
- **Receipts will be reviewed to ensure that no tax has been charged except in the case of travel expenses. If tax has been charged, vendor will be expected to remove the charge and/or the employee who made the purchase will be responsible for the tax charged.**
- **Employees will be trained on library credit card and purchasing policies and procedures.**
- **Password sharing will be prohibited by policy.**
- **Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.**
- **Reviewing and monitoring activities should be initialed and dated.**
- **All records are maintained by computer or in ink.**

11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- **Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.**
- **Designated staff will have individual log-ins for the accounting computer.**
- **The accounting software tracks who logged in and what they did.**
- **As software allows, permissions will be assigned as they relate to job responsibilities.**
- **Sharing user IDs, passwords, and log-in information is prohibited.**
- **Only prescribed or approved forms will be used.**

12. Mgt implements control activities through policies.

- **The library has policies, procedures, and an Internal Control Handbook that govern library credit cards. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who has been issued a library credit card will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.**
 - **Library policies and the Internal Control Handbook will be adopted in a public meeting.**
-

Unit Name: Jasper County Public Library
Accounting Area: **Library Credit Cards** (major credit cards)
Created: 6/22/17
Adopted: 11/13/17
Revised:

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: Payment for library credit card purchases for allowable expenses will be made in consideration of supportive documentation that indicates source, items received, date received, and cost.

Reporting: All credit card charges will be presented to the Library Board for approval at a public meeting. Documents related to credit card purchases are available to the public upon request.

Compliance: The library has policies, procedures, and an Internal Control Handbook that govern all credit card activities and has educated its employees. Employees responsible for activities related to credit cards are aware of these policies, procedures, and guidelines.

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and Internal Control Handbook, and staff are made aware of and trained on content.
- Employees who handle activities related to library credit cards have been educated as to their responsibilities and accountability.
- The Jasper County Public Library has an organizational chart to clarify lines of communication.
- Staff that handles activities related to library credit cards has been educated about the information required by the Business Office and the manner in which it should be conveyed.
- Director, Business Manager, and HR Specialist have been educated as to their responsibilities and accountability.
- All employees responsible for activities related to library credit cards have been educated and certified as to internal control standards and procedures.
- Handbook acknowledgements and training checklists are maintained to document communication.

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- The Library Board receives a Voucher List that includes credit card bills at their monthly meeting. Receipts and supporting documentation are available to the Board for their review. This information is available to the public upon request.
 - Public requests for information are logged.
 - The certification of training of internal control standards and procedures is maintained for audit.
 - Control deficiencies identified in an external audit are addressed in a corrective action plan.
 - Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.
 - All credit card statements and supportive documentation are maintained for audit.
-

Unit Name: Jasper County Public Library
Accounting Area: **Library Credit Cards** (major credit cards)
Created: 6/22/17
Adopted: 11/13/17
Revised:

- **The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.**
- **Reports are cross checked for accuracy, relevancy, and timeliness of information.**

Monitoring Activities:

16. **Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.**
 - **Managers will monitor their staff's adherence to internal control procedures in regard to activities related to library credit cards.**
 - **Business Manager will continually verify that no tax is paid except in the case of travel expenses.**
 - **Business Manager will continually verify that purchases made via library credit cards except for those associated with travel were checked in at the library by staff that did not make the purchase.**
 - **Director will randomly and periodically verify that supportive documentation exists for purchases listed on the credit card statement and that purchases are allowable.**
 - **On a quarterly basis Director will verify that library credit cards are present and/or accounted for as per the credit card procedure.**
 - **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**
 - **All monitoring activities must be documented by initial and date.**
 17. **Mgt remediates identified internal control deficiencies on a timely basis.**
 - **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
 - **Appropriate action, either training, disciplinary, or termination will be adequately documented.**
 - **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**
-

The Board of Trustees of the Jasper County Public Library recognizes their responsibility to the residents and taxpayers of the district, to maintain minimum internal control standards as defined by State Board of Accounts and IC 5-11-1-27g.

Jasper County Public Library Internal Control Standards and System is based upon the requirements set forth in the Uniform Internal Control Standards for Indiana Political Subdivisions developed by the Indiana State Board of Accounts, September 2015 edition.

The Library recognizes that adherence with statute IC 5-11-1-27

- safeguards assets against waste, abuse, and mismanagement due to errors or fraud
- minimizes the risk of costly fraud
- increases the likelihood that errors are discovered and corrected timely
- promotes orderly and effective operations
- produces consistent services
- creates reliable financial data in a timely manner
- improves accountability and transparency
- decreases audit costs and is an audit requirement.

Library Management is responsible for the design and implementation of the internal control structure, while the Library Board oversees and monitors the controls that have been implemented. The Library's Internal Control Standards and System addresses each of the following components: control environment, risk assessment, control activities, information and communication, and monitoring activities for defined accounting areas. The system

- provides structure that protects the library assets, reputation, and personnel
- provides an environment for finding and correcting errors in a timely manner
- reinforces procedures that lead to accurate and complete records
- keeps personnel honest
- determines responsibility if there is an issue.

Operational/performance objectives, reporting objectives, and compliance objectives have been determined for each accounting area.

Jasper County Public Library Internal Control Standards and System will be reviewed, revised, and adopted annually by the Library Board. Staff and Board will receive training on internal controls annually. The Library Board Treasurer will certify training, and the Director will file certifications with the State Board of Accounts as required.

Unit Name: Jasper County Public Library

Accounting Area: **Receipts**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

Objectives	
Operations	All receipts for the Jasper County Public Library will be accurately recorded and deposited intact into designated depositories, so that it is clearly known how much revenue has been received, when it was received, the source and type of revenue, and what fund it has been receipted into.
Reporting	All receipts will be reported to the board at a public meeting. Receipts are reported annually to the State Board of Accounts via Indiana's Gateway. All reports are available to the public via the Gateway or upon request. All receipts will be accurately reported in their entirety and in the appropriate time period.
Compliance	Records of receipt will meet the requirements of IC 5-11 Accounting for Public Funds and IC 5-13-6 Deposit of Public Funds

Control Environment:

- 1. The oversight body and management demonstrate a commitment to integrity and ethical values.**
 - The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive ~~annual~~ Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.
- 2. The oversight body oversees the entity's internal control system.**
 - The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.
- 3. Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**
 - The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.
- 4. Mgt demonstrates a commitment to attract, develop and retain competent individuals.**
 - Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.
 - Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.
 - Jasper County Public Library feels that the professional development of staff at all levels is of

Unit Name: Jasper County Public Library

Accounting Area: **Receipts**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.

- Mentoring and cross training are key considerations for retention and succession planning. Contingency plans are in place for key roles.

5. Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.

- Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.
- Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.
- Annual personnel reviews will include evaluation of internal control compliance.
- Corrective action procedures will be utilized in accordance with the Staff Handbook.

Risk Assessment:

6. Management defines objectives clearly to enable the identification of risks and defines risk tolerances.

- See objectives as noted above and risks and tolerances as noted below.

7. Management identifies, analyzes and responds to risk related to achieving the defined objectives.

- Management has defined the following risks:
Lack of knowledge regarding statute/requirements
Non-compliance with statute/requirements
Non-existent or incomplete staff procedures regarding receipts
Staff neglecting to process revenue through the cash register
Staff entering incorrect amount when processing revenue
Staff entering incorrect code when processing revenue
Staff waiving fees fraudulently and stealing revenue received
Lost or stolen revenue
Staff depositing less than what they report they are depositing
Deposits of funds received are not intact.
Same staff member making deposits and doing the monthly bank reconciliation
- Management's analysis and response to risk is as follows:
Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.
Staff procedures for receipts will be written, reviewed annually, and revised as needed.
Neglecting to process revenue through the cash register is not acceptable and will be addressed with corrective measures and noted in performance reviews.

Unit Name: Jasper County Public Library

Accounting Area: **Receipts**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

Entering incorrect amounts and/or codes will be avoided or corrected when discovered.
Process will be established to monitor waiving on patron accounts.
Staff is only allowed to purchase items as listed in the board approved policy.
Staff is not allowed to process their own transactions.
Longs and/or shorts will be reported to the Business Manager or Director on day they are discovered.
Employees and patrons are not allowed to cash personal checks from funds awaiting deposit.
Deposits should be comprised of the actual cash and checks received.
The Library Board will include in their Accounting Practices that they adopt annually, a Materiality Threshold.
Business Manager will document and resolve irregular variances and losses below the Materiality Threshold.
Director or Treasurer will report irregular variances and losses that meet or exceed the Materiality Threshold to the State Board of Accounts as per IC 5-11-1-27.
Business Manager will match the deposit receipt from the bank to the duplicate deposit slip.
Whenever possible one staff member will make the deposit and another staff member will do the monthly bank reconciliation.
The credits and debits listed on the bank statement will be compared to back-up documentation. This comparison will be completed by a staff member not completing the bank reconciliation.

8. Management considers the potential for fraud when identifying, analyzing and responding to risks.

- Any actions involving receipt of revenue, deemed to be fraudulent in nature, will be reported to the Director.
- The Library Board will adopt a Materiality Policy which will be reviewed annually.
- The library will address instances of fraud and misappropriation as directed in the Materiality Policy.
- The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.
- The library will bond the Board Treasurer and Assistant Treasurer and will include Accounts Receivable and Employee Theft coverage in the library's building insurance.

9. Management identifies, analyzes and responds to significant changes that could impact the internal control system.

- The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.
- Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.
- Financial data is backed up daily and taken offsite.

Unit Name: Jasper County Public Library

Accounting Area: **Receipts**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

- The library's financial accounting system can be installed on any computer that has the appropriate software installed.
- Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: cash register operations, daily bank deposits, processing revenue received via mail or electronic funds transfer, and entering revenue received into the financial software.

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

- The responsibility for collecting revenue and issuing receipts is segregated from the responsibility for preparing the bank deposit.
 - The responsibilities for reviewing the previous month's deposits, verifying that the deposit slips for each deposit match the bank deposit receipts, and verifying that the entries in the receipt ledger of the accounting computer reflect what was deposited will be segregated from the responsibility for posting receipts in the accounting computer.
 - Bank deposits will be kept in a locked file until transported to the depository.
 - The responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation will be segregated.
 - The library will use cash registers in the public service departments.
 - Numbered receipts generated by the cash register will be issued for all money collected, except for tax revenue, and a copy of the receipt will be retained until the monthly desk collection is balanced by the HR Specialist.
 - Receipts will be issued for all revenue received with the exception of tax revenue which will be deposited immediately upon receipt.
 - Employees will be trained in how to process checks, and checks will be stamped 'For Deposit Only' immediately upon receipt.
 - Cash will be counted by two employees.
 - Staff personal transactions will be conducted through the cash register by another employee.
 - Shortages and overages with cash register receipts will be logged in the Business Office and addressed in accordance with the library's Materiality Policy.
 - Cash register receipts will indicate the type of payment received (cash, check, etc.) and will be reconciled to the makeup of the bank deposit.
 - Password sharing will be prohibited by policy.
 - Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.
 - Reviewing and monitoring activities should be initialed and dated.
 - All records are maintained by computer or in ink.
 - Due to limited staff resources, we are unable to have separate cash drawers for each public service employee, to have two staff persons process mail, to have two staff persons process a single patron transaction. We accept these risks.
-

Unit Name: Jasper County Public Library

Accounting Area: **Receipts**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.
- Designated staff will have individual log-ins for the accounting computer.
- The accounting software tracks who logged in and what they did.
- As software allows, permissions will be assigned as they relate to job responsibilities.
- Sharing user IDs, passwords, and log-in information is prohibited.
- Our automated system will track patron transactions and generate reports of revenue received.
- Only prescribed or approved forms will be used.

12. Mgt implements control activities through policies.

- The library has policies, procedures, and an Internal Control Handbook that govern all receipt activities. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who processes library revenue will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.
- Library policies and the Internal Control Handbook will be adopted in a public meeting.

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: Receipts are submitted to the Business Office on approved forms, dated, itemized and reflecting the source of the revenue. Business Office staff will review the receipts and supportive documents and make the deposit.

Reporting: The Business Office will review the receipts and deposits and create the Monthly Receipt Breakdown and Financial Statement. Variances will be reported to the Director.

Compliance: The library has policies, procedures, and an Internal Control Handbook that govern all receipt activities and has educated its employees. Employees responsible for handling receipts are aware of these policies, procedures, and guidelines.

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and an Internal Control Handbook and staff are made aware of and trained on content.
- Employees who handle receipts have been educated as to their responsibilities and

Unit Name: Jasper County Public Library

Accounting Area: **Receipts**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

accountability.

- The Jasper County Public Library has an organizational chart to clarify lines of communication.
- Staff handling receipts has been educated about the receipt information required by the Business Office and the manner in which it should be conveyed.
- Director, Business Manager, and HR Specialist have been educated as to their responsibilities and accountability.
- All employees have been educated and certified as to internal control standards and procedures.
- Handbook acknowledgements and training checklists are maintained to document communication.

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- All library receipts are reported in the Annual Financial Report submitted through the Gateway system.
- Library board members receive a Receipt Breakdown and a Financial Statement at their monthly board meeting that shows all receipts received. These monthly reports are available to the public upon request.
- Public requests for information are logged.
- The certification of training of internal control standards and procedures is maintained for audit.
- Control deficiencies identified in an external audit are addressed in a corrective action plan.
- Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.
- All deposit slips, the receipt register, the monthly receipt breakdowns and supportive documentation are maintained for audit.
- The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.
- Reports are cross checked for accuracy, relevancy, and timeliness of information.

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- Public Service Managers will monitor their staff's adherence to internal control procedures in regard to receipt of revenue.
- Four times annually the Director will verify that the responsibilities for reviewing the previous month's deposits, verifying that the deposit slips for each deposit match the bank deposit receipts, and verifying that the entries in the receipt ledger of the accounting computer reflect what was deposited were segregated from the responsibility for posting receipts in the accounting computer.
- Four times annually the Director will verify that the responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for

Unit Name: Jasper County Public Library

Accounting Area: **Receipts**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

preparing the monthly bank reconciliation were segregated.

- **Four times annually the Director will verify that a log of shortages and overages is being maintained in the Business Office.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**
- **All monitoring activities must be documented by initial and date.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
 - **Appropriate action, either training, disciplinary, or termination, will be adequately documented.**
 - **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**
-

Unit Name: Jasper County Public Library
Accounting Area: **Bank Reconciliation**
Created: 10/20/16
Adopted: 11/14/16
Revised: 11/13/17

Objectives	
Operations	Bank Reconciliation for the Jasper County Public Library will be accurately completed for all accounts that the library has open. Reconciliation will occur monthly to verify that all debits and credits have been recorded accurately and so that we have accurate knowledge of account balances.
Reporting	We do not report bank reconciliation to any specific entity; however, all bank reconciliations are kept on file and available for review.
Compliance	Bank Reconciliation will meet the requirements of IC 5-13-6-1, Procedure for Deposit of Public Funds.

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**
 - **The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive annual Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.**
2. **The oversight body oversees the entity's internal control system.**
 - **The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.**
3. **Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**
 - **The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.**
4. **Mgt demonstrates a commitment to attract, develop and retain competent individuals.**
 - **Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.**
 - **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
 - **Jasper County Public Library feels that the professional development of staff at all levels is of utmost importance to the quality of service we can offer to our community. Therefore we**

Unit Name: Jasper County Public Library
Accounting Area: **Bank Reconciliation**
Created: 10/20/16
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provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.

- **Mentoring and cross training are key considerations for retention and succession planning. Contingency plans are in place for key roles.**

5. Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.

- **Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.**
- **Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.**
- **Annual personnel reviews will include evaluation of internal control compliance.**
- **Corrective action procedures will be utilized in accordance with the Staff Handbook.**

Risk Assessment:

6. Mgt defines objectives clearly to enable the identification of risks and defines risk tolerances.

- **See objectives as noted above and risks and tolerances as noted below.**

7. Mgt identifies, analyzes and responds to risk related to achieving the defined objectives.

- **Management has defined the following risks:**
Lack of knowledge regarding statute/requirements
Non-compliance with statutes/ requirements
Non-existent or incomplete staff procedures regarding bank reconciliation
Staff neglecting to complete bank reconciliation for all accounts
Same staff member making bank deposit and completing bank reconciliation
Same staff member writing checks and completing bank reconciliation
- **Management's analysis and response to risk is as follows:**
Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.
Staff procedures for bank reconciliation will be written, reviewed annually, and revised as needed.
Staff procedures will clearly note the number of back accounts that need to be reconciled.
Whenever possible one staff member will make the deposit and another staff member will do the monthly bank reconciliation.
The credits and debits listed on the bank statement will be compared to back-up documentation. This comparison will be completed by a staff member not completing the bank reconciliation.

8. Mgt considers the potential for fraud when identifying, analyzing and responding to risks.

- **The bank statement is reviewed by multiple business office staff which lessens the opportunity for deceptive alterations.**

Unit Name: Jasper County Public Library
Accounting Area: **Bank Reconciliation**
Created: 10/20/16
Adopted: 11/14/16
Revised: 11/13/17

- Any actions involving bank reconciliation deemed to be fraudulent in nature will be reported to the Director.
- The Library Board will adopt a Materiality Policy which will be reviewed annually.
- The library will address instances of fraud and misappropriation as directed in the Materiality Policy.
- The Director and Business Office staff will monitor the existence of pressure, opportunity, and rationalization to commit fraud.
- The library will bond the Board Treasurer and Assistant Treasurer and will include Accounts Receivable and Employee Theft coverage in the library's building insurance.

9. Mgt identifies, analyzes and responds to significant changes that could impact the internal control system.

- The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.
- Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.
- Financial data is backed up daily and taken offsite.
- The library's financial accounting system can be installed on any computer that has the appropriate software installed.
- Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: cash register operations, daily bank deposits, processing revenue received via mail or electronic funds transfer, and entering revenue received into the financial software.

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

- The responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation will be segregated.
- Password sharing will be prohibited by policy.
- Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.
- Reviewing and monitoring activities should be initialed and dated.
- All records are maintained by computer or in ink.

11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.
- Designated staff will have individual log-ins for the accounting computer.

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Accounting Area: **Bank Reconciliation**
Created: 10/20/16
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- The accounting software tracks who logged in and what they did.
- As software allows, permissions will be assigned as they relate to job responsibilities.
- Sharing user IDs, passwords, and log-in information is prohibited.
- Only prescribed or approved forms will be used.

12. Mgt implements control activities through policies.

- The library has policies, procedures, and an Internal Control Handbook that govern all bank reconciliation activities. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who completes bank reconciliation will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to the Director's attention, and corrective action will be taken.
- Library policies and the Internal Control Handbook will be adopted in a public meeting.

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: Bank statements are received monthly from designated depositories and used to complete bank reconciliation in the accounting software. Debits and credits noted on bank statements are compared to supportive documentation.

Reporting: Monthly reports to the Library Board will contain a report of bank balances for each account.

Compliance: The library has policies, procedures, and an Internal Control Handbook that govern bank reconciliation activities and has educated its employees. Employees responsible for handling bank reconciliation are aware of these policies, procedures, and guidelines.

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and an Internal Control Handbook and staff are made aware of and trained on content.
- Employees who handle bank reconciliation have been educated as to their responsibilities and accountability.
- The Jasper County Public Library has an organizational chart to clarify lines of communication.
- All employees have been educated and certified as to internal control standards and procedures.
- Handbook acknowledgements and training checklists are maintained to document communication.

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- Library board members receive a monthly report showing bank balances for each account.

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Accounting Area: **Bank Reconciliation**
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These monthly reports are available to the public upon request.

- **Public requests for information are logged.**
- **The certification of training of internal control standards and procedures is maintained for audit.**
- **Control deficiencies identified in an external audit are addressed in a corrective action plan.**
- **Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.**
- **All bank reconcilements, bank statements, and supportive documentation are maintained for audit.**
- **The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.**
- **Reports are cross checked for accuracy, relevancy, and timeliness of information.**

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- **Four times annually the Director will verify that the responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation were segregated.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**
- **Director will verify that all monitoring activities were documented by initial and date on the computer or in ink.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to the Director or the Library Board immediately, as is appropriate.**
 - **Appropriate action, either training, disciplinary, or termination will be adequately documented.**
 - **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**
-

Unit Name: Jasper County Public Library
Accounting Area: **Vendor Disbursements**
Created: 10/20/16
Adopted: 11/14/16
Revised: 11/13/17

Objectives	
Operations	All Vendor Disbursements will be allowable by statute, paid on time, and supported by complete documentation that indicates source, items received, date received, and cost .
Reporting	All Vendor Disbursements will be accurately reported in their entirety and in the appropriate time period.
Compliance	Vendor Disbursements will meet the requirements of IC 5-11 Accounting for Public Funds.

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**
 - **The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive annual Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.**
 2. **The oversight body oversees the entity's internal control system.**
 - **The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.**
 3. **Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**
 - **The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.**
 4. **Mgt demonstrates a commitment to attract, develop and retain competent individuals.**
 - **Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.**
 - **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
 - **Jasper County Public Library feels that the professional development of staff at all levels is of utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.**
 - **Mentoring and cross training are key considerations for retention and succession planning.**
-

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Accounting Area: **Vendor Disbursements**
Created: 10/20/16
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Contingency plans are in place for key roles.

5. Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.
 - Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.
 - Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.
 - Annual personnel reviews will include evaluation of internal control compliance.
 - Corrective action procedures will be utilized in accordance with the Staff Handbook.

Risk Assessment:

6. Mgt defines objectives clearly to enable the identification of risks and defines risk tolerances.
 - See objectives as noted above and risks and tolerances as noted below

7. Mgt identifies, analyzes and responds to risk related to achieving the defined objectives.
 - Management has defined the following risks:
 - Lack of knowledge regarding statute/requirements
 - Non-compliance with statute/requirements
 - Non-existent or incomplete staff procedures regarding vendor disbursements
 - Lost, incomplete, inaccurate, fraudulent, or non-existent invoices
 - Contracts that are not current, that have missing elements, that have not been signed by all parties, and have not been entered into legally
 - Incomplete, inaccurate, fraudulent voucher list presented to the Library Board for approval
 - Board or staff members claiming mileage for trips that are not official business or recording inaccurate trip details.
 - Board or staff members submitting accounts payable vouchers for reimbursement for expenses that are not approved or official business or submitting inaccurate, incomplete, or fraudulent receipts.
 - Not collecting W-9 forms from vendors.
 - W-9 forms that have dated or inaccurate information
 - The same staff person ordering and receiving items for the library
 - Items are purchased or contracted for that are not allowable expenses
 - The library being charged tax for purchases that are not travel related
 - Management's analysis and response to risk is as follows:
 - Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
 - Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.
 - Staff procedures for vendor disbursements will be written, reviewed annually, and revised as needed.
 - Invoices will be reviewed for accuracy and compared to supportive documentation before being paid.

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Vendors are expected to replace lost invoices or correct inaccurate information on invoices received.

Contracts will be reviewed to ensure they are current and contain all required signatures and elements.

Vendors will be required to provide products/services as named in contracts or issue credit when products/services are not received.

Contracts will be reviewed by legal counsel at the discretion of the Director.

Voucher list will be reviewed for accuracy before being presented to the Library Board for approval.

Mileage claim forms will be reviewed for accuracy and to ensure they contain all necessary elements.

Accounts payable vouchers will be reviewed for accuracy and to ensure they contain all necessary elements and that all expenses are allowable.

Not collecting W-9 Forms from vendors is unacceptable and will be addressed with corrective measures and noted in performance reviews.

W-9 Forms will be requested annually.

Responsibilities for ordering and receiving items for the library will be segregated.

The library will only pay allowable expenses.

The library will not pay tax on purchases except for travel expenses.

8. Mgt considers the potential for fraud when identifying, analyzing and responding to risks.

- **Any actions involving vendor disbursements, deemed to be fraudulent in nature, will be reported to the Director.**
- **The Library Board will adopt a Materiality Policy which will be reviewed annually.**
- **The library will address instances of fraud and misappropriation as directed in the Materiality Policy.**
- **The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.**
- **The library will bond the Board Treasurer and Assistant Treasurer and will include Employee Theft Coverage in the library's building insurance**
- **Documentation associated with vendor disbursements will be reviewed by multiple staff which lessens the opportunity for deceptive alterations**

9. Mgt identifies, analyzes and responds to significant changes that could impact the internal control system.

- **To ensure the ability to continue the financial operations of the library, a supply of vendor checks are kept offsite.**
- **Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: processing bills, preparing checks for payment, ordering, receiving and checking in ordered items**
- **Invoices and supportive documentation for vendor disbursements that are waiting to be made will be stored in fire files as space allows**
- **The library recognizes that significant changes could impact our internal control objectives.**

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Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.

- Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.
- Financial data is backed up daily and taken offsite.
- The library's financial accounting system can be installed on any computer that has the appropriate software installed.

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

- The responsibilities for ordering and receiving items for the library will be segregated.
- All invoices will be compared to supporting documentation to ensure that everything listed on the invoice was ordered by the library and has been received and is an allowable expense.
- Contracts will be reviewed to ensure they are current and contain all required signatures and elements.
- Invoices, supportive documentation and contracts will be compared before checks are written.
- The responsibility for preparing the voucher list and the responsibility for reviewing it for accuracy will be segregated.
- Mileage claim forms are submitted by staff to their supervisor, reviewed and signed by the supervisor, and reviewed by the Business Office to ensure accuracy and that they include all necessary elements.
- Accounts Payable Vouchers are submitted by staff to their supervisor, reviewed and signed by the supervisor, and reviewed by the Business Office to ensure accuracy and that they include all necessary elements and all expenses are allowable.
- Board Treasurer will randomly and periodically review the voucher list, invoices, contracts, and supportive documentation
- Staff responsible for arranging for services will request W-9s annually, and Business Manager will review vendor list to ensure all W-9s are collected and current.
- Invoices and statements will be reviewed to ensure that no tax has been charged except in the case of travel expenses. If tax has been charged, vendor will be expected to remove the charge and/or the employee who made the purchase will be responsible for the tax charged.
- Employees will be trained on purchasing policies and procedures.
- Password sharing will be prohibited by policy.
- Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.
- Reviewing and monitoring activities should be initialed and dated.
- All records are maintained by computer or in ink.

11. Mgt designs the unit's information system and related control activities to achieve objectives

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and respond to risks.

- Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.
- Designated staff will have individual log-ins for the accounting computer.
- The accounting software tracks who logged in and what they did.
- As software allows, permissions will be assigned as they relate to job responsibilities.
- Sharing user IDs, passwords, and log-in information is prohibited.
- Only prescribed or approved forms will be used.

12. Mgt implements control activities through policies.

- The library has policies, procedures, and an Internal Control Handbook that govern all vendor disbursements. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who processes vendor disbursements will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.
- Library policies and the Internal Control Handbook will be adopted in a public meeting.

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: Vendor Disbursements for allowable expenses will be made in consideration of supportive documentation that indicates source, items received, date received, and cost.

Reporting: All Vendor Disbursements will be presented to the Library Board for approval at a public meeting. Expenses are submitted annually to the State Board of Accounts via Indiana's Gateway. Documents related to vendor disbursements are available to the public upon request.

Compliance: The library has policies, procedures, and an Internal Control Handbook that govern all Vendor Disbursement activities and has educated its employees. Employees responsible for activities related to Vendor Disbursements are aware of these policies, procedures, and guidelines.

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and Internal Control Handbook and staff are made aware of and trained on content.
 - Employees who handle activities related to Vendor Disbursement have been educated as to their responsibilities and accountability.
 - The Jasper County Public Library has an organizational chart to clarify lines of communication.
 - Staff who handles activities related to Vendor Disbursements has been educated about the information required by the Business Office and the manner in which it should be conveyed.
-

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Created: 10/20/16
Adopted: 11/14/16
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- Director, Business Manager, and HR Specialist have been educated as to their responsibilities and accountability.
- All employees responsible for activities related to Vendor Disbursements have been educated and certified as to internal control standards and procedures.
- Handbook acknowledgements and training checklists are maintained to document communication.

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- All expenses are reported in the Annual Financial Report submitted through the Gateway system.
- The Library Board receives a Voucher List and a Financial Statement at their monthly board meeting that shows all Vendor Disbursements. These monthly reports are available to the public upon request.
- Public requests for information are logged.
- The certification of training of internal control standards and procedures is maintained for audit.
- Control deficiencies identified in an external audit are addressed in a corrective action plan.
- Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.
- All invoices, contracts, supportive documentation, and voucher lists are maintained for audit.
- The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.
- Reports are cross checked for accuracy, relevancy, and timeliness of information.

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- Managers will monitor their staff's adherence to internal control procedures in regard to activities related to Vendor Disbursement.
- Business Manager will continually verify that the mileage claim forms and accounts payable vouchers are being signed by supervisors.
- Business Manager will continually verify that no tax is paid except in the case of travel expenses.
- Director and Business Manager will continually verify that the responsibilities for ordering and receiving items for the library will be segregated.
- Director will continually verify that the responsibility for preparing the voucher list and the responsibility for reviewing it for accuracy will be segregated.
- Director will continually verify that the Board Treasurer is randomly and periodically reviewing the voucher list, invoices, contracts, and supportive documentation.
- Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal

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control policies and procedures.

- **All monitoring activities must be documented by initial and date.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
 - **Appropriate action, either training, disciplinary, or termination will be adequately documented.**
 - **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**
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Unit Name: Jasper County Public Library

Accounting Area: **Payroll**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

Objectives	
Operations	Payroll and associated expenses such as taxes, insurance, and retirement benefits will be processed as allowable by statute, on time, and supported by complete documentation that includes hours worked, board approved rate of pay, tax exemptions claimed, tax tables, and withholding allowances.
Reporting	Payroll expenditures will be accurately reported in their entirety and in the appropriate time period.
Compliance	Payroll will meet the requirements of IC 5-11 Accounting for Public Funds. Additionally the library complies with all federal laws affecting employment practice.

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**
 - **The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive annual Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.**
 2. **The oversight body oversees the entity's internal control system.**
 - **The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.**
 3. **Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**
 - **The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.**
 4. **Mgt demonstrates a commitment to attract, develop and retain competent individuals.**
 - **Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.**
 - **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
 - **Jasper County Public Library feels that the professional development of staff at all levels is of utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of**
-

these opportunities.

- **Mentoring and cross training are key considerations for retention and succession planning. Contingency plans are in place for key roles.**
5. **Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.**
- **Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.**
 - **Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.**
 - **Annual personnel reviews will include evaluation of internal control compliance.**
 - **Corrective action procedures will be utilized in accordance with the Staff Handbook.**

Risk Assessment:

6. **Mgt defines objectives clearly to enable the identification of risks and defines risk tolerances.**
- **See objectives as noted above and risks and tolerances as noted below**

7. **Mgt identifies, analyzes and responds to risk related to achieving the defined objectives.**
- **Management has defined the following risks:**
 - Lack of knowledge regarding statute/requirements**
 - Non-compliance with statute/requirements**
 - Non-existent or incomplete staff procedures regarding processes related to Payroll**
 - Lost, incomplete, inaccurate, fraudulent, or non-existent time sheets and payroll records**
 - Supervisors not reviewing timesheets for accuracy**
 - Non-completion of Payroll and related activities due to circumstances beyond our control**
 - Inaccurate or fraudulent information being entered into the payroll software**
 - Staff errors with payroll processing**
 - Lost, incomplete, or inaccurate withholding forms**
 - Lack of board-approval for rate of pay**
 - Inaccurate or non-existent bank account and routing numbers for direct deposit**
 - **Management's analysis and response to risk is as follows:**
 - Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.**
 - Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.**
 - Staff procedures for processes related to Payroll will be written, reviewed annually, and revised as needed.**
 - Time sheets will be reviewed for accuracy and completeness before being paid.**
 - Staff are expected to replace lost timesheets and withholding forms or correct inaccurate and/or incomplete information on these forms.**
 - Twice annually Business Manager will process Payroll to keep payroll skills sharp and to review payroll records for accuracy.**
 - Supervisors not reviewing time sheets for accuracy is unacceptable and will be addressed with**

Unit Name: Jasper County Public Library

Accounting Area: **Payroll**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

corrective measures and noted in performance reviews.

When circumstances beyond our control interrupt or prevent payroll completion, every measure will be taken to complete Payroll as soon as possible.

Staff errors will be avoided or corrected when discovered.

Staff will be paid in accordance to board approved Salary Ordinance.

Inaccurate bank account and routing numbers will be corrected when discovered.

Not providing bank account and routing numbers necessary for direct deposit is unacceptable and will be addressed with corrective measures and noted in performance reviews.

8. **Mgt considers the potential for fraud when identifying, analyzing and responding to risks.**
 - **Any actions involving Payroll, deemed to be fraudulent in nature, will be reported to the Director.**
 - **The Library Board will adopt a Materiality Policy which will be reviewed annually.**
 - **The library will address instances of fraud and misappropriation as directed in the Materiality Policy.**
 - **The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.**
 - **The library will include Employee Theft and Employee Benefits Liability coverage in the library's building insurance.**
 - **Documentation associated with Payroll will be reviewed by multiple staff which lessens the opportunity for deceptive alterations**
9. **Mgt identifies, analyzes and responds to significant changes that could impact the internal control system.**
 - **The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.**
 - **Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.**
 - **Financial data is backed up daily and taken offsite.**
 - **The library's financial accounting system can be installed on any computer that has the appropriate software installed.**
 - **To ensure the ability to pay staff in the event that direct deposit is unavailable due to circumstances beyond our control, a supply of payroll checks are kept in stock.**
 - **Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: checking time sheets, inputting information into the payroll software, direct deposit, and tax and benefit payments.**
 - **Time sheets and supportive documentation for current year payroll are stored in fire files.**

Control Activities:

10. **Mgt designs control activities to achieve objectives and respond to risks.**
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Unit Name: Jasper County Public Library
Accounting Area: **Payroll**
Created: 10/20/16
Adopted: 11/14/16
Revised: 11/13/17

- A Salary Ordinance will be adopted at a public meeting by the Library Board annually that includes all positions to be paid with wage and hour details.
- Updates to the Salary Ordinance will be approved by the Library Board at a public meeting as staff changes occur.
- Time sheets are submitted by staff to their supervisors who will review them and verify by signature that they are an accurate reflection of hours worked.
- Business Office staff will review time sheets for accuracy, supervisor signature, and all other necessary elements.
- Twice yearly withholding forms will be reviewed to ensure they are current and contain all required signatures and elements and that the data that is entered in the payroll software is an accurate reflection of requested or required withholdings, and this control activity will be logged in each employee's file.
- Time sheets and the Payroll Report will be compared for accuracy before direct deposit is completed.
- The INPRS Report and payment amounts are compared to the Payroll Report to ensure that staff contributions are reported to INPRS accurately.
- To ensure that INPRS payments are made for each qualifying employee we will create a list of all positions eligible for INPRS and on a quarterly basis compare that list to the Payroll Report.
- The Hoosier Start remittance and contribution report will be compared to the Payroll Report to ensure that what we remit to Hoosier Start is the same amount as what was withheld from contributing employee.
- All payroll tax disbursements are checked in the processes of bank reconciliation and the monthly accounts payable tally.
- The responsibility for preparing Payroll and the responsibility for checking the voucher list each month to ensure that all tax and benefit payments were made will be segregated.
- The Director will review the Payroll Report at time of Payroll to ensure that all persons paid are entitled to pay.
- Twice yearly the HR Specialist will , in late January and late June, compare the Board approved Salary Ordinance and Updates to the data entered into the payroll software.
- Employees will be trained on time sheet policies and procedures
- Staff responsible for processing Payroll will be trained on policies and procedures
- Password sharing will be prohibited by policy.
- Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.
- Reviewing and monitoring activities should be initialed and dated.
- All records are maintained by computer or in ink.

11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.

Unit Name: Jasper County Public Library

Accounting Area: Payroll

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

- Designated staff will have individual log-ins for the accounting computer.
- The accounting software tracks who logged in and what they did.
- As software allows, permissions will be assigned as they relate to job responsibilities.
- Sharing user IDs, passwords, and log-in information is prohibited.
- Only prescribed or approved forms will be used.

12. Mgt implements control activities through policies.

- The library has policies, procedures, and an Internal Control Handbook that govern Payroll. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who processes Payroll will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.
- Library policies and the Internal Control Handbook will be adopted in a public meeting.

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: Payroll and associated expenses such as taxes, insurance, and retirement benefits are processed as allowable by statute, on time, and supported by complete and verified documentation that includes hours worked, rate of pay, tax exemptions claimed, tax tables, and withholding allowances.

Reporting: Payroll expenditures will be accurately reported in their entirety and in the appropriate time period. External parties receiving this relevant information include: financial institutions, government agencies, insurance providers, retirement savings providers, and library employees.

Compliance: The library has policies, procedures, and an Internal Control Handbook that govern all payroll activities and has educated its employees. Employees responsible for activities related to Payroll are aware of these policies, procedures, and guidelines. Additionally the library complies with all federal laws affecting employment practice.

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and an Internal Control Handbook, and staff are made aware of and trained on content.
- Employees who handle activities related to Payroll have been educated as to their responsibilities and accountability.
- The Jasper County Public Library has an organizational chart to clarify lines of communication.
- Staff handling activities related to Payroll has been educated about the information required by the Business Office and the manner in which it should be conveyed.
- All staff has been educated as to their responsibilities and accountability.

Unit Name: Jasper County Public Library

Accounting Area: **Payroll**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

- All employees responsible for activities related to Payroll have been educated and certified as to internal control standards and procedures.
- Handbook acknowledgements and training checklists are maintained to document communication.

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- All expenses are reported in the Annual Financial Report submitted through the Gateway system.
- The Library Board receives a Voucher List and a Financial Statement at their monthly board meeting that shows all payroll-related disbursements. These monthly reports are available to the public upon request.
- Public requests for information are logged.
- The certification of training of internal control standards and procedures is maintained for audit.
- Control deficiencies identified in an external audit are addressed in a corrective action plan.
- Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.
- All time sheets, service records, payroll reports, supportive documentation, and voucher lists are maintained for audit.
- The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.
- Reports are cross checked for accuracy, relevancy, and timeliness of information.

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- Managers will monitor their staff's adherence to internal control procedures in regard to activities related to Payroll.
 - Human Resources Specialist will continually verify that timesheets have been reviewed and signed by supervisors.
 - Business Manager will verify Salary Ordinance and Salary Ordinance Updates before they are approved by the Library Board.
 - Business Manager will annually verify that the withholding form review has been completed and logged in each employee's file.
 - Business Manager will continually verify that the timesheets and the Payroll Report are compared for accuracy and that the Payroll Report is reviewed to ensure that all persons paid were entitled to pay.
 - Human Resources Specialist will indicate in an internal controls log that INPRS and Hoosier Start payments have been compared to the Payroll Report and appropriate contributions have been made.
 - Director will verify quarterly that Bank reconciliation and the Accounts Payable Tally are
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Unit Name: Jasper County Public Library

Accounting Area: **Payroll**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

completed monthly and that the responsibility for checking the Voucher List and the responsibility for preparing Payroll are segregated.

- **Human Resources Specialist will indicate in an internal control log that the board approved Salary Ordinance and Salary Ordinance Updates were compared to the data in the payroll software.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**
- **All monitoring activities must be documented by initial and date.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
 - **Appropriate action, either training, disciplinary, or termination will be adequately documented.**
 - **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**
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Unit Name: Jasper County Public Library
Accounting Area: **Financial Reporting**
Created: 10/20/16
Adopted: 11/14/16
Revised: 11/13/17

Objectives	
Operations	Financial Reporting for Jasper County Public Library will be accurately completed on a monthly basis. All impacts to the library's finances will be reflected.
Reporting	The Director and Library Board receive financial reports on a monthly basis. Financial reports are submitted annually to the State Board of Accounts via Indiana's Gateway. All financial reports are available to the public via the Gateway or upon request.
Compliance	Financial Reporting will meet the requirements of IC 5-11 Accounting for Public Funds.

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**
 - **The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive annual Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.**
 2. **The oversight body oversees the entity's internal control system.**
 - **The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.**
 3. **Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**
 - **The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.**
 4. **Mgt demonstrates a commitment to attract, develop and retain competent individuals.**
 - **Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.**
 - **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
 - **Jasper County Public Library feels that the professional development of staff at all levels is of utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.**
 - **Mentoring and cross training are key considerations for retention and succession planning.**
-

Unit Name: Jasper County Public Library
Accounting Area: **Financial Reporting**
Created: 10/20/16
Adopted: 11/14/16
Revised: 11/13/17

Contingency plans are in place for key roles.

5. Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.
 - Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.
 - Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.
 - Annual personnel reviews will include evaluation of internal control compliance.
 - Corrective action procedures will be utilized in accordance with the Staff Handbook.

Risk Assessment:

6. Mgt defines objectives clearly to enable the identification of risks and defines risk tolerances.
 - See objectives as noted above and risks and tolerances as noted below

7. Mgt identifies, analyzes and responds to risk related to achieving the defined objectives.
 - Management has defined the following risks:
 - Lack of knowledge regarding statute/requirements
 - Non-compliance with statute/requirements
 - Non-existent or incomplete staff procedures regarding financial reporting
 - Staff neglecting to complete financial reports or omitting required elements
 - Staff creating false reports or submitting reports that contain inaccurate or false information
 - Management's analysis and response to risk is as follows:
 - Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
 - Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measure and noted in performance reviews
 - Staff procedures for financial reporting will be written, reviewed annually, and revised as needed
 - Neglecting to complete financial reports, omitting required elements, creating false reports, and/or submitting reports that contain inaccurate or false information is not acceptable and will be addressed with corrective measures and/or noted in performance reviews.

8. Mgt considers the potential for fraud when identifying, analyzing and responding to risks.
 - Financial reports will be reviewed by multiple staff which lessens the opportunity for deceptive alterations.
 - Any actions involving financial reports deemed to be fraudulent in nature will be reported to the Director
 - The Library Board will adopt a Materiality Policy which will be reviewed annually.
 - The library will address instances of fraud and misappropriation as directed in the Materiality Policy.
 - The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.
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Unit Name: Jasper County Public Library

Accounting Area: **Financial Reporting**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

- The library will bond the Board Treasurer and Assistant Treasurer and will include Accounts Receivable and Employee Theft Coverage in the library's building insurance.

9. Mgt identifies, analyzes and responds to significant changes that could impact the internal control system.
 - The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.
 - Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.
 - Financial data is backed up daily and taken offsite.
 - The library's financial accounting system can be installed on any computer that has the appropriate software installed.
 - Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: cash register operations, daily bank deposits, processing revenue received via mail or electronic funds transfer, entering revenue received into the financial software. processing bills, preparing checks for payment, ordering, receiving and checking in ordered items, checking time sheets, inputting information into the payroll software, direct deposit, and tax and benefit payments.

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

- The responsibilities for reviewing the previous month's deposits, verifying that the deposit slips for each deposit match the bank deposit receipts, and verifying that the entries in the receipt ledger of the accounting computer reflect what was deposited will be segregated from the responsibility for posting receipts in the accounting computer.
- The responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation will be segregated.
- The library will use cash registers in the public service departments.
- Numbered receipts generated by the cash register will be issued for all money collected, except for tax revenue, and a copy of the receipt will be retained until the monthly desk collection is balanced by the HR Specialist.
- Receipts will be issued for all revenue received with the exception of tax revenue which will be deposited immediately upon receipt
- Shortages and overages with cash register receipts will be logged in the Business Office and addressed in accordance with the library's Materiality Policy.
- Password sharing will be prohibited by policy.
- Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.
- Reviewing and monitoring activities should be initialed and dated.
- All records are maintained by computer or in ink.

Unit Name: Jasper County Public Library

Accounting Area: **Financial Reporting**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

- Due to limited staff resources, we are unable to have separate cash drawers for each public service employee, to have two staff persons process mail, to have two staff persons process a single patron transaction. We accept these risks.
- The responsibility for preparing the Accounts Payable Vouchers and the Voucher List and the responsibility for reviewing them for accuracy will be segregated.
- Board Treasurer will randomly and periodically review the Voucher List, invoices, contracts, and supportive documentation
- Invoices, supportive documentation and contracts will be compared before checks are written.
- A Salary Ordinance will be adopted at a public meeting by the Library Board annually that includes all positions to be paid with wage and hour details.
- Updates to the Salary Ordinance will be approved by the Library Board at a public meeting as staff changes occur.
- Time sheets and the Payroll Report will be compared for accuracy before direct deposit is completed.
- The INPRS Report and payment amounts are compared to the Payroll Report to ensure that staff contributions are reported to INPRS accurately.
- To ensure that INPRS payments are made for each qualifying employee we will create a list of all positions eligible for INPRS and on a quarterly basis compare that list to the Payroll Report.
- The Hoosier Start remittance and contribution report will be compared to the Payroll Report to ensure that what we remit to Hoosier Start is the same amount as what was withheld from contributing employee.
- The responsibility for preparing Payroll and the responsibility for checking the Voucher List each month to ensure that all tax and benefit payments were made will be segregated.
- The Director will review the Payroll Report at time of Payroll to ensure that all persons paid are entitled to pay.
- The Business Manager completes an Accounts Payable Tally and an Accounts Receivable Tally to verify the accuracy of the Financial Report generated by the accounting computer.
- The Business Manager verifies quarterly that the money in the cash change fund totals to the correct amount.

11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.
- Designated staff will have individual log-ins for the accounting computer.
- The accounting software tracks who logged in and what they did.
- As software allows, permissions will be assigned as they relate to job responsibilities.
- Sharing user IDs, passwords, and log-in information is prohibited.
- Only prescribed or approved forms will be used.

Unit Name: Jasper County Public Library
Accounting Area: **Financial Reporting**
Created: 10/20/16
Adopted: 11/14/16
Revised: 11/13/17

12. Mgt implements control activities through policies.

- The library has policies, procedures, and an Internal Control Handbook that govern financial reporting. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who creates financial reports will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.
- Library policies and the Internal Control Handbook will be adopted in a public meeting.

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: Financial Reporting for Jasper County Public Library will be accurately completed on a monthly basis. All impacts to the library's finances will be reflected. All receipts and expenses reflected on the library's financial reports are supported by documentation.

Reporting: The Library Board and Director receive monthly financial reports that reflect operations year to date. These financial reports are available to the public upon request. In January of each year the Library Board receives a financial report from the Director that summarizes the financial activity for the previous year. This information is also reported to the State Board of Accounts via Indiana's Gateway by statute and is available to the public upon request.

Compliance: The library has policies, procedures, and an Internal Control Handbook that govern all financial reporting activities and has educated its employees. Employees responsible for activities related to financial reporting are aware of these policies, procedures, and guidelines.

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and an Internal Control Handbook, and staff are made aware of and trained on content.
- Employees who handle activities related to financial reporting have been educated as to their responsibilities and accountability.
- The Jasper County Public Library has an organizational chart to clarify lines of communication.
- Staff who handles activities related to financial reporting have been educated about the information required by the Business Office and the manner in which it should be conveyed.
- All staff has been educated as to their responsibilities and accountability.
- All employees responsible for activities related to financial reporting have been educated and certified as to internal control standards and procedures.
- Handbook acknowledgements and training checklists are maintained to document communication.

15. Mgt externally communicates the necessary quality information to achieve the entity's

Unit Name: Jasper County Public Library

Accounting Area: **Financial Reporting**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

objectives.

- All receipts and expenses are reported in the Annual Financial Report submitted through the Gateway system.
- Library Board receives a Receipt Breakdown, Voucher List, Report of Bank Balances, and a Financial Statement at their monthly board meeting that shows all receipts and disbursements. These monthly reports are available to the public upon request.
- Public requests for information are logged.
- The certification of training of internal control standards and procedures is maintained for audit.
- Control deficiencies identified in an external audit are addressed in a corrective action plan.
- Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.
- All bank reconcilements, bank statements, deposit slips, receipt registers, monthly receipt breakdowns, invoices, contracts, time sheets, service records, payroll reports, supportive documentation, and voucher lists are maintained for audit.
- The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.
- Reports are cross checked for accuracy, relevancy, and timeliness of information.

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.
- Four times annually the Director will verify that the responsibilities for reviewing the previous month's deposits, verifying that the deposit slips for each deposit match the bank deposit receipts, and verifying that the entries in the receipt ledger of the accounting computer reflect what was deposited were segregated from the responsibility for posting receipts in the accounting computer.
 - Four times annually the Director will verify that the responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation were segregated.
 - Director will continually verify that the responsibility for preparing the Voucher List and the responsibility for reviewing it for accuracy will be segregated.
 - Business Manager will verify Salary Ordinance and Salary Ordinance Updates before they are approved by the Library Board.
 - Business Manager will continually verify that the timesheets and the Payroll Report are compared for accuracy and that the Payroll Report is reviewed to ensure that all persons paid were entitled to pay.
 - Human Resources Specialist will indicate in an internal control log that INPRS and Hoosier Start payments have been compared to the Payroll Report and appropriate contributions have been made.
 - Director will verify quarterly that Bank Reconciliation and the Accounts Payable Tally are
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Accounting Area: **Financial Reporting**

Created: 10/20/16

Adopted: 11/14/16

Revised: 11/13/17

completed monthly and that the responsibility for checking the Voucher List and the responsibility for preparing Payroll are segregated.

- **Four times annually the Director will verify that the responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly Bank Reconciliation were segregated.**
- **Director will verify that all monitoring activities were documented by initial and date on the computer or in ink.**
- **Director will verify quarterly that the Business Manager has completed monthly accounts payable and accounts receivable tallies.**
- **Director will verify quarterly that the Business Manager is completing cash change fund tallies as required.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
 - **Appropriate action, either training, disciplinary, or termination will be adequately documented.**
 - **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**
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Director's Report October 2017

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Three policies are up for review in November: Materials Selection Policy, Circulation Policy, and Indemnification Policy. No revisions are recommended to the Materials Selection Policy or Indemnification Policy. Revisions are recommended to the Circulation Policy. Please see R 14. Revisions are intended to clarify language for staff, incorporate circulation rules that have been adopted in other policies, and to remove items we no longer need or do. I did add a definition of damaged materials because patrons sometimes argue about our determinations of damaged, especially when it comes to odors. I hope that the newly added definition will help staff navigate these matters with patrons. We have stricken cards for St. Joe students in consideration of their suspension of operations. **If you approve the Consent Agenda items, you will approve revising the Circulation Policy as presented.**

General Business:

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Maxwell will present their annual reports at the November Board meeting.

Permission to De-Select – VHS: We no longer have any VHS in our collection. They have been weeded out due to patron disinterest or condition. We recommend that we remove VHS from our list of materials available at our library. Board approval is required to de-select a material type.

Health Insurance Renewal: We have received our health and life insurance renewal information. We did budget for a 15% increase in health insurance costs for our 2018 budget. The cost for our current health insurance plan has gone up 8%. Coverage did not change. Rates for life insurance remain the same. We have reviewed the renewal information and recommend that you approve our continuing with our current plans for health and life insurance.

Dental Insurance Renewal: We have received our rates for Dental Insurance. We budgeted for a 15% increase but our rates came in with only a 2.39% increase. Coverage did not change. We recommend that the Board continue with our current dental coverage.

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Vision Insurance Renewal: We have received our rates for Vision Insurance. We budgeted for a 15% increase. Our rates with our current provider VSP did not increase, and coverage remained the same. Our agent has offered a second option for our consideration, Anthem Blue View Vision that offers coverage that is equal to or better than what we currently offer with a lower premium. The rate for our current plan is \$11.93 per month, and the rate for the second option is \$7.34 per month. We have confirmed that the local optometrists who are currently in network are in network with this new option. We recommend that the Board select Anthem Blue View Vision for the library's vision insurance in 2018.

Adoption of Revised Internal Controls Standards and System: The Library Board is required to adopt Internal Control Standards and System. There are specific requirements for this work as named in the SBA's Uniform Internal Control Standards for Indiana Political Subdivisions. In a nutshell Management is responsible for design and implementation while the Board oversees and monitors the controls that are implemented. Last year we focused on 5 key accounting areas to begin: receipts, bank reconciliation, vendor disbursements, payroll, and financial reporting. This year we worked on Library Credit Card, and I recommend adding this accounting area to our system. Rayann and I have worked hard, diligently drafting this content, which is a reflection of our JCPL processes. This is what we do. We just had to write it down. I recommend that the board revise our system, adding this new area, Library Credit Card. Please see R 22. Additionally we have learned that Internal Controls is not required annually as our system currently states. I recommend that we revise our system striking the word annually in relation to training. Our Internal Control Standards & System is a lengthy document so for the sake of saving paper I will have a complete revised draft available for your review so that you can see the revisions regarding training at our November meeting. A board vote is required to adopt the revised Internal Controls Standards & System.

2018 Slate of Officers: The Nominating Committee will present a slate of officers for 2018. Elections will be held at the December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Wednesday, December 27, 2017. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. A summary of our count is included in your packet. Please see R 20.

Historically we have had equipment sales to sell old pcs. These sales used to be quite popular, but more recently there has been less patron interest. Preparing pcs for sale is a time consuming endeavor, and we have limited space to store

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this equipment that is waiting for sale. Many of our 'sister' libraries recycle their old pcs. I am in favor of our doing the same. In consideration of space/time, we will begin to recycle this equipment that is no longer needed. Our Accounting Practices 2017 name the process for disposal and Director permissions. We will follow those practices.

Mary, Becky, Evie, and I attended TLC University Conference 2017 in Louisville, Kentucky November 6-8. This conference was invaluable to us as we learned about future plans for our automated system, learned tips and tricks, met with support staff regarding challenges we face with this software, and learned how other librarians use the system to serve their public. A lot of information was received and shared, but we all agreed that we each learned something new at every session. I was impressed with how well TLC's staff listened to us and how professionally they presented to us. It was my first time attending, and I was not disappointed.

Our new telephone system has been installed at all libraries. Staff is becoming used to the new equipment and functionality. Installation went smoothly and our vendor has been great with training and assistance. We have full, unlimited access to a help desk which staff is utilizing.

We did have an incident at Rensselaer Library regarding two juveniles and pepper spray. The youth have been banned from the library, and this matter was so concerning that we did file a police report, providing the police with security camera footage of the incident along with names of the juveniles involved. I did decide to press charges of juvenile delinquency against these youth who have been a problem for us on other occasions. One of the youth did write a note of apology to the library regarding his actions.

On November 3 I had the opportunity to make a presentation to Rensselaer's Ladies Literary organization about public libraries of today. I titled this presentation Not Your Grandmother's Library. Together we compared the public libraries of our grandmothers' era to our public library of today. What a lively discussion! Forty-five minutes was not enough time! I will make this same presentation later this month by request to DAR. I look forward to another lively discussion!

A Fire and Building Code Inspector visited all of our libraries in October, conducting a surprise inspection. We passed with flying colors and all reports are on file in the Business Office.

Conversion of the Halleck tapes is complete and all tapes have been returned to the library. We are in possession of the audio files and all matters of ownership have been buttoned up to our satisfaction.

We expect to close on the Huber house sometime during the week of November 13. I have invited Ed Dumas to attend our December board meeting to begin the discussion of demolition of our houses. I am still working with the Lois and Jeffrey DeVries regarding their salvage request.

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We have repainted the DeMotte Library foyer and are very pleased with the results. Many patrons have complimented us on the choice of color. We used the burgundy color that is also present as an accent color in the main public area along with a color called oatmeal which worked very well. I asked Linda Poortenga, Headquarters Librarian, with a talent for interior design and paint color selection, to work with Debbie and me on color selection, and she recommended this approach. I am thankful for her vision and recommendation.

System Administrator News

Sheila worked on a variety of items in October: replaced a color printer at DeMotte Library, continued configuring pcs for replacement, downloaded Halleck audio from MediaTyme and placed it on the Genealogy/PhotoArchive driver on the server, continued tweaking Envisionware (patron reservation software), assisted with phone installation as it pertained to the IT side of things, and began inventory of old pcs in storage for recycling.

Technical Services News

Becky coordinated our automated system (TLC) upgrade to Release 44 from Release 41, reporting few hiccups. For some reason Loan Histories were accidentally turned on for all patrons pre-upgrade. We do not maintain Loan Histories unless patrons request us to do so. Becky worked with TLC to get things back in order. At the end of October Becky reports that they are working on August/September orders.

DeMotte Library News

DeMotte Library is offering a new class for youth ages K-6th grade, Super STEM. Twice a month youth meet to work on Science, Technology, and Math related subjects. An art component is sometimes included, so STEM becomes STEAM. Coding has been included in these classes as the library partners with the Extension Office to offer these classes. The library offered a special display in October, "A Perfect Likeness: Care and Identification of Family Photographs". This exhibit, made possible by the Indiana State Historical Society, focused on how people can preserve 19th century pictures of different processes and formats. KV Post did a wonderful feature article on this display which patrons enjoyed very much.

Rensselaer Library News

Linda reports that the Fall Festival was not held this year due to the closing of St. Joseph's College and the unavailability of student volunteers. A SHIP volunteer used our library meeting spaces to assist seniors with evaluation of Medicare supplement plans. She proctored 5 online exams this month requested and received funding from the Rensselaer Women's Giving Circle for funds to install a chair rail in the meeting room. On the 4th Tuesday children made motorized plastic cup scribblers using motors, batteries, and toothbrushes at a STEM

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workshop. Two monsters, a dog, and a Mario were the end result, and children, and the children enjoyed the journey.

Wheatfield Library News

Patrons enjoyed a variety of programs in October: monthly Book Discussion, Pallet Painting, Morning Movie, Trivia Night, Books & Coffee, Story Time, Teen Read Week activities, Halloween After School Program, Maker Monday, and Toddler Time in addition to a few others. Jason primed and painted the exterior doors on the south and west sides of the building and did many other tasks to maintain our building and systems. Evie is enjoying the Jasper County Leadership Class that she attends monthly with Debbie.

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

If you wish to address the Library Board during the meeting....

The Jasper County Public Library Board of Trustees welcomes you to this meeting. We conduct our meetings in compliance with the state Open Doors Law. Our board meetings are open for public observation. We are *not* required to allow the public to speak at meetings.

However, as we value the ideas and insights of our constituents, we allow 15 minutes of each meeting for a public forum. If you wish to speak to this board during the "forum" section of our agenda, please complete the form below and hand it to a board member before the meeting.

Only persons who have completed the form and returned it to the Director or a board member prior to the convening of the meeting will be allowed to speak.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

We will not respond at this meeting to your questions, requests for information or requests for action. We will note your request and respond at a later time after board members have sufficient time to consider and deliberate about the issue.

During other portions of the board meeting, please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open forum.

Thanks for helping us conduct an open and orderly meeting.

Request to speak to the JCPL Board during the forum

This form must be completed and returned to the Director or a board member before the meeting if you wish to speak to the JCPL Board during the "forum" section of the meeting agenda. The forum will be conducted according to the format explained above.

Your name: STACE PICKERING

Group/organization you represent, if any: PARKS FOR PEOPLE

Subject about which you will speak: INFORMATIONAL MEETING
ON THE RENOVATED PARKS

Our Future Brookside



Please see giving, naming, tribute opportunities sheet in lower flap for complete details.



Over

Sampling of Brookside Park Improvements . . .

- Excavate/grade land for 3 baseball/softball fields and parking lots
- Install drainage tile
- Install baseball dirt infields, pitchers mounds and seeded grass outfields
- Fencing around all fields and larger backstop fencing
- 6 underground dugouts
- ADA Concrete sidewalks and aprons
- 2-story brick concession stand/press box
- Overhead awnings for bleachers
- 2 asphalt parking lots
- Batting cages
- Splash pad
- ADA Concrete sidewalk and apron up to Roth field backstop
- Improved restrooms, including a family restroom
- New basketball goals and asphalt for court with painted court lines
- Frisbee Golf

Please Note

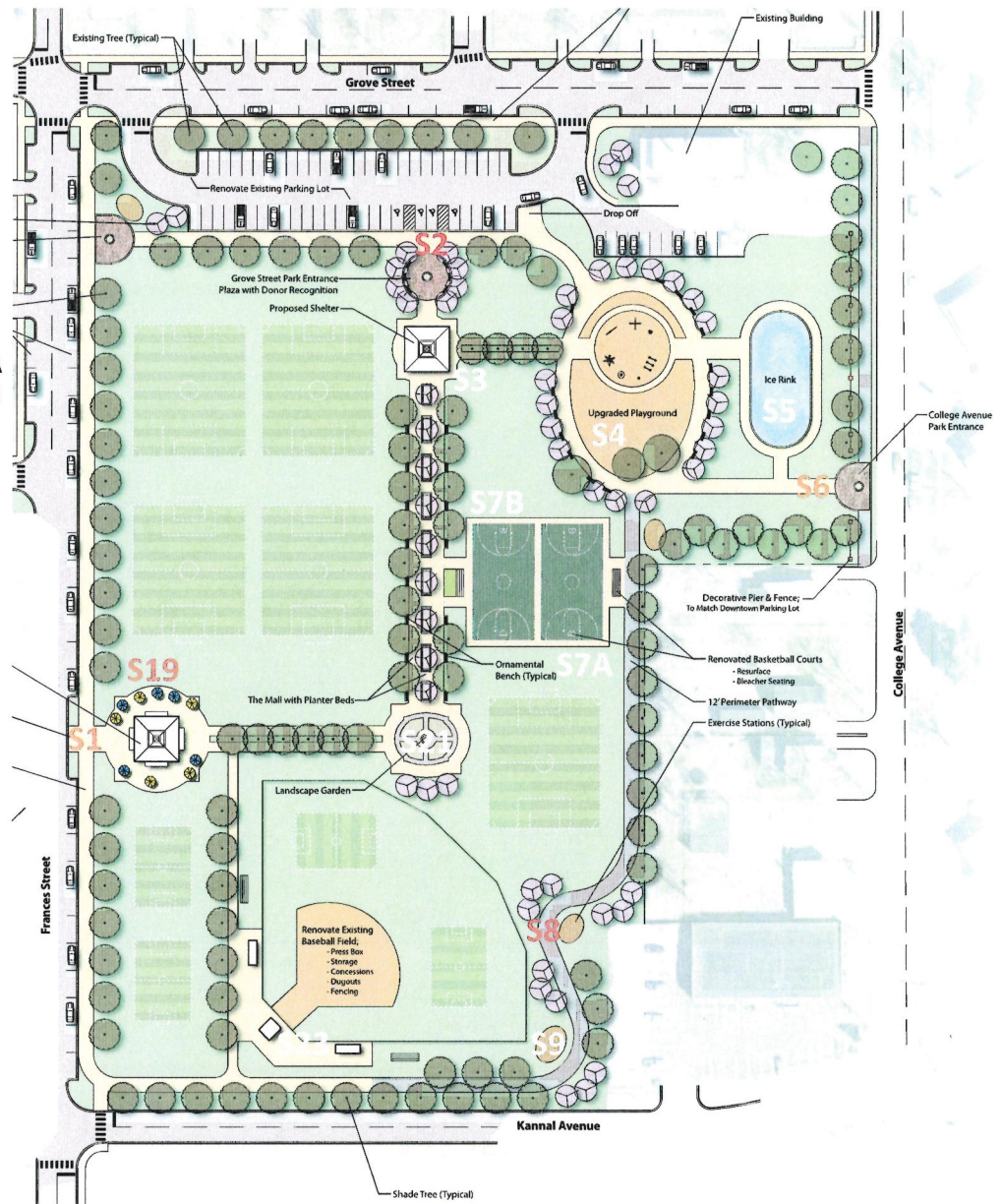
A. Those opportunities listed in **red** are available to be named. Those not in red will be in the overall campaign recognition system.

B. Please check with:

- 1) Your solicitor or
- 2) Call the Parks for People Campaign Office (219.869.1272) to verify the availability of your choice.

Our Future Staddon / Monnett

- S1-Naming of Soccer Complex
- S2-Grove Street Entrance Plaza
- S3-Shelter House
- S4-Upgraded Playground area
New Playground set
- S5-Ice Rink
- S6-College Avenue Entrance
- S7-A-Renovated Basketball Court A
- S7-B-Renovated Basketball Court B
- S8-Park Perimeter Walking Path
- S9-4 Exercise Stations along Path
- S19-A-Concession Stand
- S19-B-Patio Seating & Restrooms
- S20-15 Ornamental Benches
- S21-Landscape Garden
- S22-8 Mall Planter Beds
- S23-Staddon Field improvements:
Concrete Pad, Bleachers,
Outfield Wall Screen &
Scoreboard



* Please see giving, naming, tribute opportunities sheet in lower flap for complete details.



PARKS FOR PEOPLE CAMPAIGN
DONATIONS • PLANNING • DESIGN • CONSTRUCTION

Over

Sampling of Staddon/Monnett Improvements

- Level Land and Re-seed Grass for Soccer Fields
- Trails/Paths
- Soccer Nets and Goals
- Enclosed Soccer Benches for Players (4)
- New Playground Set
- Entrance Signs
- Exercise Stations along Walking Path
- Re-Pave & Paint Basketball Courts
- New Basketball Goals (4)
- Concrete Pad & New Bleachers Around the Back Stop of Staddon Field
- Outfield Baseball Wall Screen & New Scoreboard
- Improved Restrooms, including Family Restroom
- New Concession Building
- Landscaping
- Ice Rink

Please Note

A. Those opportunities listed in **red** are available to be named. Those not in red will be in the overall campaign recognition system.

B. Please check with:

- 1) Your solicitor or
- 2) Call the Parks for People Campaign Office (219.869.1272) to verify the availability of your choice.

Our Future Dog Park **D1**

Dog Park:

City Council approved a site for the new Dog Park it is located on Bunkum Road just west of Weston Cemetery. Improvements for the dog park include secured areas for large and small dogs.

D1-To Name

New Dog Park Complex

D2-Parking Lot

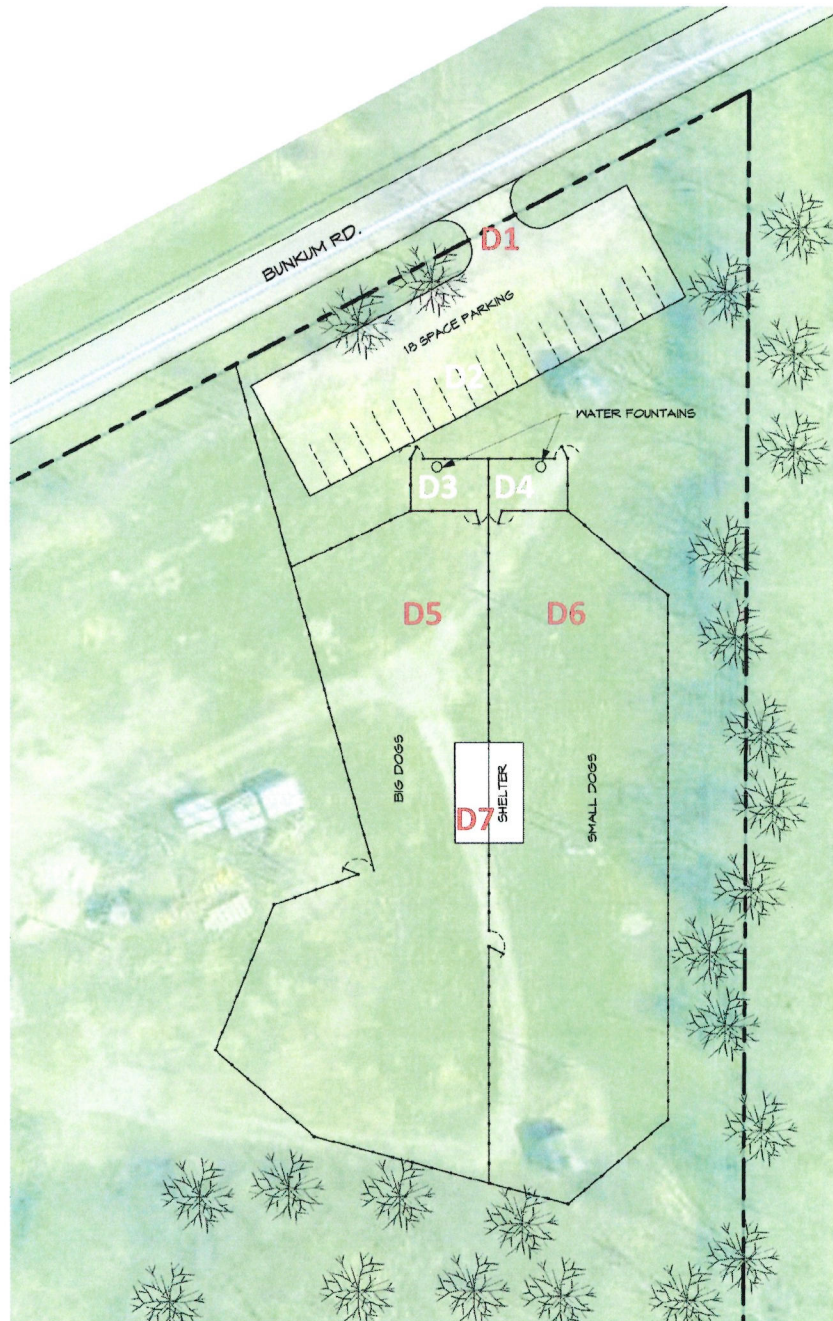
D3-Large Dog Water Supply

D4-Small Dog Water Supply

D5-Large Dog Park

D6-Small Dog Park

D7-Shelter House



Please Note

A. Those opportunities listed in **red** are available to be named. Those not in red will be in the overall campaign recognition system.

B. Please check with:

- 1) Your solicitor or
- 2) Call the Parks for People Campaign Office (219.869.1272) to verify the availability of your choice.



BROOKSIDE PARK

COMMEMORATIVE NUMBER	TO NAME	OPPORTUNITIES FOR GIVING	AVAILABILITY OF SELECTION	COMMEMORATIVE VALUE
B1	TO NAME:	Concrete Pad & Sidewalks	Reserved	\$200,000.00
B2	TO NAME:	New Parking Area		\$100,000.00
B3	TO NAME:	The 3 Diamond Complex		\$175,000.00
B4	TO NAME:	#1 of 3 Ball Diamonds (200 feet)		\$25,000.00
B4-A	See below *	Bleachers		\$5,000.00
B4-B	*	Bleachers		\$5,000.00
B4-A	*	Dugout		\$2,500.00
B4-B	*	Dugout		\$2,500.00
B4-1ST	*	1st Base		\$1,000.00
B4-2ND	*	2nd Base		\$1,000.00
B4-3RD	*	3rd Base		\$1,000.00
B4-HOME	*	Home Plate		\$1,500.00
B8	TO NAME:	#2 of 3 Ball Diamonds (150 feet)		\$15,000.00
B8-A	*	Bleachers		\$4,500.00
B8-B	*	Bleachers		\$4,500.00
B8-A	*	Dugout		\$2,000.00
B8-B	*	Dugout		\$2,000.00
B8-A-1ST	*	1st Base		\$750.00
B8-B-2ND	*	2nd Base		\$750.00
B8-A-3RD	*	3rd Base		\$750.00
B8-B-HOME	*	Home Plate		\$1,250.00
B12	TO NAME:	#3 of 3 Ball Diamonds (200 feet)		\$25,000.00
B12-A	*	Bleachers		\$5,000.00
B12-B	*	Bleachers		\$5,000.00
B12-A	*	Dugout		\$2,500.00
B12-B	*	Dugout		\$2,500.00
B12-A-1ST	*	1st Base		\$1,000.00
B12-B-2ND	*	2nd Base		\$1,000.00
B12-A-3RD	*	3rd Base		\$1,000.00
B12-B-HOME	*	Home Plate		\$1,500.00
B13	*	1 Batting Cage for all 3 Fields		\$3,000.00
B14	TO NAME:	CONCESSION STAND		\$25,000.00
B14-A	*	Announcers' Booth on 2nd Floor		\$7,500.00
B14-B	*	Outside Eating Area Under Roof 14 Tables	Each	\$350.00
B15	TO NAME:	Walking Path	See "blocks" availability	\$50,000.00
B16	*	Renovated Restroom "A"		\$5,000.00
B17	TO NAME:	New Splash Pad		\$150,000.00
B18	*	Renovated Restroom "B"		\$5,000.00
B19	*	Renovated Basketball Court		\$7,500.00
B20	TO NAME:	U14 Soccer Field		\$50,000.00
B20-A	*	North Goal		\$7,500.00
B20-B	*	South Goal		\$7,500.00
B20-C	*	Sand Volleyball Court		\$5,000.00
B21	TO NAME:	Frisbee Golf		\$12,000.00
B22-A	TO NAME:	New Scoreboard - Baseball Field		\$15,000.00
B22-B	TO NAME:	New Scoreboard - Baseball Field		\$15,000.00
B22-C	TO NAME:	New Scoreboard - Baseball Field		\$15,000.00
B23	*	Roth Field Improvements: Concrete Pad, Sidewalk		\$20,000.00
B24	*	Park Benches	Each	\$5,000.00

STADDON/MONNETT PARK

COMMEMORATIVE NUMBER	TO NAME	OPPORTUNITIES FOR GIVING	AVAILABILITY OF SELECTION	COMMEMORATIVE VALUE
S1	TO NAME:	Naming of Soccer Complex		\$75,000.00
S2	TO NAME:	Grove Street Entrance Plaza with Donor Recognition		\$35,000.00
S3		* Shelter House	Reserved	\$10,000.00
S4		* Upgraded Playgound area/new Playground Set		\$25,000.00
S5		* Ice Rink		\$15,000.00
S6	TO NAME:	College Ave Entrance with Decorative Pier & Fence		\$40,000.00
S7-A		* Renovated Basketball Court A		\$3,000.00
S7-B		* Renovated Basketball Court B		\$3,000.00
S8	TO NAME:	Park Perimeter Walking Path		\$50,000.00
S9		* 4 Exercise Stations along Path	Each	\$2,500.00
		□□□□ ↵See "blocks" availability		
S19-A	TO NAME:	Concession Stand		\$25,000.00
S19-B		* Patio Seating & Restrooms		\$7,500.00
S20		* 15 Ornamental Benches	Each	\$3,500.00
		□□□□□□□□□□□□□□ ↵See "blocks" availability		
S21		* Landscape Garden		\$15,000.00
S22		* 8 Mall Planter Beds	Each	\$1,500.00
		□□□□□□□□ ↵See "blocks" availability		
S23		Staddon Field Improvements: * Concrete Pad, New Bleachers, Scoreboard, Outfield Wall		\$30,000.00

DOG PARK

COMMEMORATIVE NUMBER	TO NAME	OPPORTUNITIES FOR GIVING	AVAILABILITY OF SELECTION	COMMEMORATIVE VALUE
D1	TO NAME:	New Dog Park Complex		\$50,000.00
D2		* Parking Lot		\$8,000.00
D3		* Large Dog Water Supply		\$2,500.00
D4		* Small Dog Water Supply		\$2,500.00
D5	TO NAME:	Large Dog Park		\$7,500.00
D6	TO NAME:	Small Dog Park		\$5,000.00
D7	TO NAME:	Shelter House		\$10,000.00

- A. Those marked with an (*) will be recognized according to the guidelines in the Acknowledging Your Gift document given to you by a trained solicitor of the Parks for People Campaign.
- B. Please check with your solicitor or call the Parks for People Campaign Office (219-869-1272) to verify the availability of your choice.
- C. All contributions are pooled in the best interest of the Parks' projects.

JCPL FINANCIAL STATEMENT

October 31, 2017

	<u>Beginning 2017 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$690,256.72	\$183,440.16	\$1,858,401.91	\$83,992.90	\$1,575,135.43	\$406,990.24
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$272.46	\$12,228.61	\$478.00	\$11,441.90	\$13,514.64
DeMotte	\$3,743.26	\$0.00	\$2,741.50	\$0.00	\$3,126.98	\$4,128.74
Rensselaer	\$8,743.11	\$163.23	\$7,262.68	\$178.00	\$4,507.95	\$5,988.38
Wheatfield	\$1,814.98	\$109.23	\$2,224.43	\$300.00	\$3,806.97	\$3,397.52
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$15.91	\$151.60	\$181,505.95
Bond & Interest Redemption Fund	\$148,083.44	\$0.00	\$326,838.75	\$0.00	\$144,513.06	(\$34,242.25)
Rainy Day Fund	\$2,622,356.36	\$1,000.00	\$150,541.27	\$1,950.28	\$10,866.89	\$2,482,681.98
Includes Investments of: \$2,009,662.48						
State Technology Fund Grant Fund	\$0.00	\$1,927.50	\$15,383.27	\$0.00	\$16,333.34	\$950.07
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$0.00	\$26,792.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$216.62	\$0.00	\$198.72	\$7.49	\$162.42	\$180.32
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,522.46	\$78,765.63	\$7,522.46	\$78,765.63	\$0.00
FICA Tax Collected	\$0.00	\$7,253.26	\$74,870.31	\$7,253.26	\$74,870.31	\$0.00
State Tax Collected	\$3,329.68	\$3,504.48	\$34,082.05	\$3,291.83	\$34,044.15	\$3,291.78
County Tax Collected	\$2,486.68	\$2,698.68	\$26,043.12	\$2,510.39	\$26,066.88	\$2,510.44
Deferred Comp.	\$0.00	\$2,290.00	\$20,930.00	\$2,290.00	\$20,930.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,568.48	\$35,984.46	\$3,568.28	\$36,054.87	\$134.80
Employee Life Insur.	\$0.36	\$181.35	\$1,814.50	\$181.34	\$1,814.40	\$0.26
Employee INPRS	\$0.00	\$2,965.11	\$30,863.38	\$2,965.11	\$30,863.38	\$0.00
Garnishments	\$0.00	\$160.34	\$1,578.23	\$160.34	\$1,578.23	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$216,784.28	\$2,695,316.21	\$116,187.59	\$2,063,592.49	\$3,070,697.15

Bank Balances
Jasper County Public Library
Report as of: 10/31/17

<i>Bank</i>		
1	Alliance Bank	\$1,060,764.67
2	Cash On Hand	\$270.00
3	IN-02-0225-0001 TrustIndiana	\$2,009,662.48
<i>Total all banks =</i>		<i>\$3,070,697.15</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD/ACCT #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Fund</u>	<u>Date Invested</u>	<u>Interest Earned</u>	<u>Comments</u>
	IN-02-0225-0001	TrustIndiana	N/A	\$2,000,000.00		Rainy Day	5/15/17	\$740.93	May-17
								\$1,545.65	Jun-17
								\$1,793.44	Jul-17
								\$1,848.93	Aug-17
								\$1,824.77	Sep-17
								\$1,908.76	Oct-17

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	<u>\$9,662.48</u>
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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 10/1/17 To 10/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
1. Personal Services								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$6,000.80	\$59,822.53	\$56,216.27	\$9,753.47	86.0
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$84,538.59	\$884,130.45	\$886,395.29	\$197,016.55	81.8
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$7,410.28	\$66,783.07	\$66,514.94	\$23,959.93	73.6
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,253.26	\$74,870.31	\$74,851.36	\$20,101.69	78.8
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$487.72	\$4,691.32	\$6,677.82	\$2,321.68	66.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$8,605.35	\$90,046.69	\$90,079.46	\$19,025.31	82.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$10,051.01	\$102,445.67	\$103,521.51	\$48,390.33	67.9
Subtotal	\$1,603,359.00		\$1,603,359.00	\$124,347.01	\$1,282,790.04	\$1,284,256.65	\$320,568.96	80.0
2. Supplies								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$227.53	\$0.00	\$372.47	37.9
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$137.50	\$5,538.47	\$5,677.24	\$2,961.53	65.2
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$5,376.11	\$4,329.74	\$1,123.89	82.7
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$216.99	\$3,559.00	\$3,805.01	\$4,441.00	44.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$6.99	\$128.89	\$251.78	\$871.11	12.9
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$311.59	\$432.20	\$265.77	(\$32.20)	108.1
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$8.99	\$551.82	\$161.57	\$448.18	55.2
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$173.14	\$15,393.92	\$9,079.47	\$106.08	99.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$32.88	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$855.20	\$31,207.94	\$23,603.46	\$10,842.06	74.2
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$5,598.20	\$2,266.75	\$1,901.80	74.6
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$38.32	\$6,149.22	\$6,402.95	\$20,414.78	23.1
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$0.00	\$25,712.60	\$22,755.02	(\$285.60)	101.1
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$0.00	\$26,500.00	\$18,500.00	(\$9,900.00)	159.6
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$781.88	\$6,217.14	\$4,588.87	(\$2,417.14)	163.6
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,471.00	\$1,753.32	\$1,529.00	49.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,167.59	\$12,148.60	\$13,900.27	\$7,851.40	60.7
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$121.59	\$6,409.26	\$5,707.43	\$2,090.74	75.4
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$59.57	\$1,053.00	\$1,122.18	\$947.00	52.7
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$0.00	\$1,621.50	\$5,167.18	\$74,998.50	2.1
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$580.09	\$173.90	\$19.91	96.7
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,818.48	\$1,800.00	(\$18.48)	101.0
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$212.00	\$362.00	\$88.00	70.7
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$9,406.00	\$27,866.00	\$25,314.00	(\$866.00)	103.2
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$931.56	\$17,085.69	\$10,975.39	\$27,914.31	38.0
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$9,937.33	\$82,587.32	\$77,471.58	\$17,412.68	82.6
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$270.50	\$2,633.28	\$2,910.55	\$1,366.72	65.8
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$613.23	\$6,070.03	\$5,888.34	\$1,429.97	80.9
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$11,828.99	\$48,835.93	\$50,839.24	\$68,334.07	41.7
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$237.01	\$2,096.40	\$2,762.99	7.9
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$264.50	\$256.50	\$35.50	88.2
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$578.00	\$586.00	\$1,622.00	26.3

F35

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$264.00	\$904.08	(\$14.00)	105.6
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$0.00	\$90.35	\$95.20	\$109.65	45.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$10,210.41	\$98,255.86	\$93,522.36	\$15,977.14	86.0
Subtotal	\$689,506.00		\$689,506.00	\$45,378.92	\$380,259.06	\$355,359.51	\$309,246.94	55.1
<i>4. Capital Outlays</i>								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$788.98	\$7,070.92	\$6,859.15	\$75,553.08	8.6
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	(\$107.50)	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$4,165.75	\$94,187.09	\$114,357.78	\$65,812.91	58.9
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$4,788.60	\$20,740.68	\$20,135.27	\$4,259.32	83.0
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$3,115.70	\$42,038.68	\$31,423.70	\$17,961.32	70.1
Subtotal	\$327,624.00		\$327,624.00	\$12,859.03	\$164,144.87	\$172,883.40	\$163,479.13	50.1
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$183,440.16	\$1,858,401.91	\$1,836,103.02	\$804,137.09	69.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 10/1/17 To 10/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$1,000.00	\$7,786.55	\$0.00	(\$7,786.55)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,851.00	\$0.00	\$2,149.00	57.0
Subtotal	\$5,000.00		\$5,000.00	\$1,000.00	\$10,637.55	\$0.00	(\$5,637.55)	212.8
<i>4. Capital Outlays</i>								
4.1 LAND	\$0.00	\$229,000.00	\$229,000.00	\$0.00	\$125,528.72	\$0.00	\$103,471.28	54.8
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$51,195.00	\$0.00	\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$14,375.00	\$0.00	(\$14,375.00)	0.0
Subtotal	\$51,195.00	\$229,000.00	\$280,195.00	\$0.00	\$139,903.72	\$0.00	\$140,291.28	49.9
Grand Total	\$56,195.00	\$229,000.00	\$285,195.00	\$1,000.00	\$150,541.27	\$0.00	\$134,653.73	52.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

151 R34

Appropriation Report for 155 STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 10/1/17 To 10/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
3. Other Services and Charges								
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,927.50	\$15,383.27	\$7,264.32	(\$15,383.27)	0.0
Subtotal	\$0.00		\$0.00	\$1,927.50	\$15,383.27	\$7,264.32	(\$15,383.27)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,927.50	\$15,383.27	\$7,264.32	(\$15,383.27)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F-3e

Voucher List

Jasper County Public Library

Report Date: From 10/1/17 To 10/31/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35726	775	AARON'S LAWN CARE	10/9/17	Mowing & edging	\$885.00
35727	776	AMERICAN LIBRARY ASSOCIA	10/9/17	Bookmarks, posters	\$92.00
35728	777	ANTHEM BLUE CROSS BLUE	10/9/17	Health Insurance premiums- October 2017	\$12,251.16
35729	778	ANTHEM LIFE	10/9/17	Life Insurance premiums- October 2017	\$98.28
35730	779	BLUETARP FINANCIAL, INC	10/9/17	Drain repair part, cable tie	\$11.98
35731	780	CARDINAL OFFICE PRODUCT	10/9/17	DeMotte Patron Copier Maintenance 9/24/16-9/24/17	\$276.44
35732	781	CIRCLE R ELECTRIC, INC.	10/9/17	DeM: Install three 250 watt metal halide lamps & one 250 metal halide ballast in parking lot pole lighting	\$523.48
35733	782	DEBORAH KRISTOFF	10/9/17	Book; Mileage 9/8-9/18/17: Staff Development Day, Leadership program, Management meeting, Jim Gill training	\$139.12
35734	783	DELTA DENTAL	10/9/17	Dental Insurance premiums- October 2017	\$534.78
35735	784	EDWARD P. DUMAS	10/9/17	Legal Assistance: Real Estate Purchase	\$1,000.00
35736	785	ENA SERVICES LLC	10/9/17	Internet service for September 2017	\$1,927.50
35737	786	INDIANA DEPT. OF WORKFOR	10/9/17	3rd Quarter 2017 Unemployment Compensation Pymt	\$487.72
35738	787	KAUFMAN SEAL COATING LLC	10/9/17	Wh: Seal coat and stripe parking lot	\$4,400.00
35739	788	KIM DELGER	10/9/17	Mileage 9/8/17: Staff Development Day	\$56.71
35740	789	KIMBERLY HUNTER	10/9/17	Mileage 9/21/17: Interview at DeMotte Library	\$23.54
35741	790	LINDA POORTENGA	10/9/17	B2B expenses; Mileage 9/13-9/27/17: Makerspace Counterparts, B2B, speak at Brushwood Church Senior meeting	\$95.57
35742	791	NANETTE SPEACHT	10/9/17	Mileage 9/8/17: Staff Development Day	\$44.94
35743	792	NICKOLE HACHLICA	10/9/17	Mileage 9/14/17: Shopping for programs	\$21.40
35744	793	PATTY EENIGENBURG	10/9/17	Mileage 9/20/17: Transport	\$3.75
35745	794	PATTY STRINGFELLOW	10/9/17	Mileage 9/1-9/28/17: Directors Meeting, Board Meeting, Branch Visits	\$127.33
35746	795	PEGGY MICHELIN	10/9/17	Mileage 6/13-9/19/17: AV shopping & returns, supply pickup	\$14.98
35747	796	PRECISION CONTROL SYSTE	10/9/17	DeM: Material used while performing contract maintenance; VAV17- got lift to access & replace leaking valve & actuator, installed new 3/4" dielectric union; three pipe leaks, replaced NBG kits & 1" piping off main supply line to bathroom heaters, added isolation valve, replaced piping & fittings on control valve for bathroom unit, replaced valve, linkage, & extension kit, vented piping, added valve & autovent over mechanical room heater; 3rd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2017)	\$7,807.51
35748	797	RELIABLE EXTERMINATORS, I	10/9/17	Rens: Exterior treatment	\$152.00
35749	798	REPUBLIC SERVICES #715	10/9/17	Wh: Trash Service- October 2017	\$100.69
35750	799	ROEING CORPORATION	10/9/17	Tech Maintenance Support - 4th Installment 2017; wireless mouse	\$7,535.00
35751	800	TRUGREEN PROCESSING CE	10/9/17	DeM & Rens: Lawn fertilization	\$160.00
35752	801	VISION SERVICE PLAN	10/9/17	Vision Insurance Premiums- October 2017	\$214.74
0	802	PAYROLL	10/10/17	PAYROLL	\$49,375.05
0	803	BILL HROMADA	10/10/17	Courier Mileage, 9/16/17 - 9/30/17 (Conf #585)	\$298.53
0	804	GREAT-WEST RETIREMENT S	10/10/17	Annuity Withheld 10/10/17 payroll (Conf. #586)	\$1,145.00
0	805	INDIANA CHILD SUPPORT BU	10/10/17	Child Support Garnishment: Andrea Prescaro 10/10/2017 Payroll (Payment #1890320171005163839)	\$80.17
0	806	INDIANA DEPARTMENT OF RE	10/10/17	EFT-State & County Taxes w/held September 2017 Payrolls (Ref #54939)	\$6,203.16
0	807	INPRS fbo PERF	10/10/17	10/10/17 Payroll Contributions	\$5,825.18
0	808	IRS USA TAXPAYMENT	10/10/17	EFT-FICA & Federal Taxes w/held 10/10/17 (Ref #14414508)	\$11,101.42

F4b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	809	TOWN OF DEMOTTE	10/10/17	DeM: Sewer & Water- September 2017 (conf# 583)	\$167.64
0	810	TOWN OF WHEATFIELD	10/10/17	Wh: Sewer- October 2017 (conf# 584)	\$56.65
35753	811	ACE HARDWARE	10/9/17	Sprinkler head fittings, wire brushes, painting supplies, plaster patching, lithium grease, hooks, barrel bolts, nuts/bolts/nails	\$382.58
0	812	ALLIANCE BANK	10/9/17	Direct Deposit Fees September 2017	\$36.90
35754	813	BAKER & TAYLOR	10/9/17	Books, Continuations, AV, Auto. Yours	\$4,628.93
35755	814	BAKER & TAYLOR ENTERTAIN	10/9/17	DVDS, CDs	\$896.82
35756	815	BUSINESS MANAGEMENT DAI	10/9/17	Subscriptions: Manager's Legal Bulletin Acct# 43590832, Payroll Legal Alert Acct # 43590834	\$229.08
35757	816	BUSINESS CARD	10/9/17	Background check, Jim Gill Training expenses, Trivia Night expenses, Unbirthday Party expenses, stud finder, drill bit set, drill/driver combo kit	\$441.23
35758	817	CONSOLIDATED INSURANCE	10/9/17	Semi-annual premium for building insurance	\$9,406.00
35759	818	CULLIGAN WATER CONDITIO	10/9/17	Wh: Water Cooler Rental-October 2017, 5-gallon drinking water- 5	\$50.20
35760	819	DONNA BARKO	10/9/17	Mileage 8/7-10/4/17: Bank deposits, Post Office, transport, new employee orientation	\$48.36
35761	820	FINDAWAY WORLD, LLC	10/9/17	Playaway Views, Playaway View cases, Playaway cases	\$916.27
35762	821	INDIANA GROCERY GROUP, L	10/9/17	Management Meeting expenses, Cook the Book program expenses, Chamber After Hours expenses	\$107.64
35763	822	INDIANA WASTE SERVICE	10/9/17	DeM: Trash Pick-up, October 2017	\$91.55
35764	823	MAGAZINE SUBSCRIPTION SE	10/9/17	Annual January - May Magazine Subscription Renewals	\$4,559.52
35765	824	MIDWEST COLLABORATIVE F	10/9/17	Webinar registration: L. Poortenga	\$59.00
35766	825	MIDWEST TAPE	10/9/17	DVDs, CDs	\$721.51
35767	826	NIPSCO	10/9/17	DeM & Wh: Gas & electric service	\$5,824.79
35768	827	NITCO	10/9/17	DeM: Local Phone & Fax Service October 2017	\$162.77
35769	828	OFFICE DEPOT	10/9/17	Copy paper	\$137.50
35770	829	RENSSELAER LAUNDRY ROO	10/9/17	Laundry	\$22.00
35771	830	SCHOLASTIC LIBRARY PUBLI	10/9/17	Continuations	\$156.00
35772	831	UNIQUE MANAGEMENT SERVI	10/9/17	Collections: Initial/Secondary Placements- September 2017	\$107.40
35773	832	WAL-MART COMMUNITY/SYN	10/9/17	Children's supplies, Eclipse program expenses, DVDs	\$110.73
35774	833	WAYFAIR	10/9/17	Dining table & chairs	\$510.04
0	834	PAYROLL	10/25/17	PAYROLL	\$48,574.62
0	835	AFLAC	10/25/17	Supplemental Insurance October 2017 (Conf #592)	\$701.88
0	836	BILL HROMADA	10/25/17	Courier Mileage, 10/01/17 - 10/15/17 (Conf #590)	\$331.70
0	837	CENTURYLINK	10/25/17	Rn: Local Phone Service & Fax October 2017 (Rens #588)	\$421.13
0	838	CENTURYLINK	10/25/17	WH: Local Phone Service October 2017 (Conf. # 594)	\$131.69
0	839	CENTURYLINK	10/25/17	WH: Fax Service October 2017 (Conf. # 593)	\$51.80
0	840	CENTURYLINK	10/25/17	Long distance phone service- September 2017 (Conf #587)	\$14.49
0	841	CITY OF RENSSELAER	10/25/17	RENS: Utilities 9/11/2017 - 10/10/17 (Conf. #591)	\$5,473.05
0	842	GREAT-WEST RETIREMENT S	10/25/17	Annuity Withheld 10/25/17 payroll (Conf. #596)	\$1,145.00
0	843	INDIANA CHILD SUPPORT BU	10/25/17	Child Support Garnishment: Andrea Prescaro 10/25/2017 Payroll (Payment #1890320171024134714)	\$80.17
0	844	INPRS fbo PERF	10/25/17	10/25/17 Payroll Contributions	\$5,745.28
0	845	IRS USA TAXPAYMENT	10/25/17	EFT-FICA & Federal Taxes w/held 10/25/17 (Ref #13873986)	\$10,927.56
0	846	OSBY WATER CONDITIONING	10/25/17	Salt & Filters & Delivered 9/7/17 - Wh.	\$150.00
0	847	SPRINT	10/25/17	Hotspot Data Service September 12 -October 11, 2017 (Conf #595)	\$171.25
0	848	SPARKPAY	10/31/17	Merchant Processing Fees- October 2017	\$19.42

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$216,784.28

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, November 07, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$216,784.28

Date this 13th day of November, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

FSa

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
October 31, 2017

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,231.93	\$22,698.50
DeMotte	\$851.72	\$7,604.12		
Rensselaer	\$775.61	\$8,905.92		
Wheatfield	\$604.60	\$6,188.46		
PHOTOCOPIES:			\$814.65	\$8,479.98
DeMotte	\$305.65	\$3,035.89		
Rensselaer	\$355.05	\$3,792.19		
Wheatfield	\$153.95	\$1,651.90		
INTEREST (Checking, Repurchase, CDs):.....			\$39.80	\$515.22
TAXES:			\$80,799.58	\$1,513,420.42
Property Tax	\$0.00	\$645,859.80		
LOIT	\$17,903.58	\$179,035.80		
License Excise Tax	\$0.00	\$51,820.11		
Financial Institution Tax	\$0.00	\$1,488.12		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,256.59		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$628,960.00		
TAXABLE SALES:-.....			\$6.94	\$51.56
REFUNDS:			\$100.00	\$29,969.75
Rebates/Refund	\$0.00	\$5.21		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$100.00	\$1,950.00		
Reimbursement	\$0.00	\$1,241.94		
Fixed Asset Sales	\$0.00	\$75.00		
Miscellaneous Receipts	\$0.00	(\$94.40)		
Interfund Transfer	\$0.00	\$26,792.00		
TOTAL OPERATING FUND RECEIPTS.....			\$83,992.90	\$1,575,135.43
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$478.00	\$11,441.90
DeMotte	\$0.00	\$3,126.98		
Rensselaer	\$178.00	\$4,507.95		
Wheatfield	\$300.00	\$3,806.97		
LIB. IMPROV. RESERVE FUND:			\$15.91	\$151.60
Interest Earned	\$15.91	\$151.60		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$144,513.06
Property Tax	\$0.00	\$134,046.38		
License Excise Tax	\$0.00	\$9,105.78		
Financial Institution Tax	\$0.00	\$261.49		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,099.41		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$1,950.28	\$10,866.89
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$1,950.28	\$10,866.89		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$16,333.34
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$7.49	\$162.42
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$86,444.58	\$1,758,604.64

F5b

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,522.46	\$78,765.63
FICA Collected	\$7,253.26	\$74,870.31
State Tax Collected	\$3,291.83	\$34,044.15
County Tax Collected	\$2,510.39	\$26,066.88
Deferred Comp Plan	\$2,290.00	\$20,930.00
Pre-tax Insurance Plans	\$3,568.28	\$36,054.87
Life Insurance	\$181.34	\$1,814.40
INPRS	\$2,965.11	\$30,863.38
Garnishments	\$160.34	\$1,578.23
Credit Union	\$0.00	\$0.00

\$29,743.01

\$304,987.85

TOTAL RECEIPTS - ALL FUNDS.....

\$116,187.59

\$2,063,592.49

FL6a

Voucher List

Jasper County Public Library

Report Date: From 11/1/17 To 11/13/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	849	PAYROLL	11/10/17	PAYROLL	\$53,208.09
35775	850	AARON'S LAWN CARE	11/13/17	Mowing and edging	\$975.00
35776	851	ACE HARDWARE	11/13/17	DEM: Cleaner for cement pillars, paint & painting supplies for foyer, replace smoke alarms	\$231.65
35777	852	ALLIANCE BANK	11/13/17	Direct Deposit Fees October 2017	\$37.00
35778	853	ANTHEM BLUE CROSS BLUE	11/13/17	Health Insurance premiums- November 2017	\$12,251.16
35779	854	ANTHEM LIFE	11/13/17	Life Insurance premiums- November 2017	\$98.28
35780	855	Ball State University, Office of th	11/13/17	Rens: Lost or damaged SRCS #44992 "I, Red Skeleton: exit laughing, or, A man, his movies, and sometimes his monkeys"	\$22.95
35781	856	BLUETARP FINANCIAL, INC	11/13/17	Light pole numbers, Wiring supplies	\$54.06
35782	857	BUSINESS CARD	11/13/17	Background checks for new janitor & new youth services specialist @ Dem, Copyright Basics for Cultural Heritage Collections Seminar, Reference Counterparts, Adult programs supplies, Teen Read week prize, Books 2 Bridges	\$584.97
35783	858	CARDINAL OFFICE PRODUCT	11/13/17	DeMotte Staff Copier Maintenance 7/21/17-10/21/17	\$773.45
35784	859	CENTURYLINK	11/13/17	Rn: Local Phone Service & Fax November 2017	\$133.36
35785	860	CENTURYLINK	11/13/17	Long distance phone service- October 2017	\$18.58
35786	861	COMMONWEALTH TECHNOLO	11/13/17	Rens: staff copier quarterly service agreement; Wh: staff copier quarterly service agreement	\$983.33
35787	862	CULLIGAN WATER CONDITIO	11/13/17	Wh: Water Cooler Rental-October 2017	\$11.95
35788	863	DEBORAH KRISTOFF	11/13/17	Mileage 10/12 - 11/1/17: Management Mtg, Transport, Reference Counterparts, Branch Management Counterparts	\$130.54
35789	864	DELTA DENTAL	11/13/17	Dental Insurance premiums- November 2017	\$534.78
35790	865	DEMCO	11/13/17	Steel Shelves and Shelving End Panels	\$3,427.36
35791	866	DEMOTTE CHRISTIAN SCHOO	11/13/17	2016-2017 DMC Yearbook	\$27.00
35792	867	DONNA BARKO	11/13/17	Mileage 10/12-11/02/17: Bank deposits, Post Office, transport, new employee orientation, Staff Schedule Meeting with D. Kristoff	\$49.92
35793	868	EDWARD P. DUMAS	11/13/17	Legal Assistance: Real Estate Purchase	\$958.13
35794	869	ENA SERVICES LLC	11/13/17	Internet service for October 2017	\$1,927.50
35795	870	FINDAWAY WORLD, LLC	11/13/17	Playaway Views	\$419.96
35796	871	HAMSTRA BUILDERS, INC.	11/13/17	Dm: Dug up water mains and sewer cap and removed 2 Buffalo Box's for Town	\$3,420.00
35797	872	HP Products	11/13/17	Kitchen Towels, Toilet Paper, Spectrum cleaner, Mop, Bathroom towels, Stride Cleaner	\$748.96
35798	873	ICC Business Products	11/13/17	Chairmat, Bic Ball point pens, Tape Dispenser	\$41.09
35799	874	INDIANA LIBRARY FEDERATIO	11/13/17	Supporters & Students Annual Conference: Rachel Kuhn	\$110.00
35800	875	INDIANA WASTE SERVICE	11/13/17	DeM: Trash Pick-up, November 2017	\$91.55
35801	876	JANICE WILMA	11/13/17	Mileage: AV shopping, Management Meeting, Tech Meeting, Counterparts, Scholastic Book Sale, Quantum Meeting, CYPD	\$307.09
35802	877	JIM GILL	11/13/17	Family Concert Nov. 18, 2018	\$1,450.00
35803	878	Krooswyk Plumbing, Heating &	11/13/17	Dem: Boiler Backflow Replacement & Testing	\$524.44
35804	879	KONE, INC.	11/13/17	DeM: Elevator maintenance agreement 10/1/17-12/31/17, Clean Elevator Door Photo Eyes, 10/6/17	\$2,726.86
35805	880	LA PORTE COUNTY PUBLIC LI	11/13/17	Ren: Lost Ill #43463 "Family Affair: Treachery, Greed, and Betrayal in the Chicago Mafia	\$9.99
35806	881	MIDWEST TAPE	11/13/17	DVDs	\$46.98
35807	882	MOVIETyme VIDEO PRODUCT	11/13/17	Audio Cassette Conversion, Reel-to-reel Audio Tape Conversion	\$207.00
35808	883	NIPSCO	11/13/17	DeM & Wh: Gas & electric service	\$5,586.64

Printed on Monday, November 13, 2017

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35809	884	NITCO	11/13/17	DeM: Local Phone & Fax Service November 2017	\$170.92
35810	885	PATTY STRINGFELLOW	11/13/17	Mileage 10/5 - 10/23/17: ILF Fall Forum, Drop off tapes to Movietyme, NWI Directors Mtg, Demotte Branch Visits	\$185.11
35811	886	POSTMASTER	11/13/17	Stamps	\$189.00
35812	887	QUILL CORPORATION	11/13/17	3 Hole punch, Ruled Pads, 8 Tab Dividers, Colored Pencils, Double caoted tape, Hole reinforcements, Correction Tape, File folder labels, glue sticks, jumbo craft sticks, black wiggle eyes, sticky notes	\$114.61
35813	888	RAYANN GILMORE	11/13/17	Rens. Petty Cash: postage, parking - AVC meeting, Lunch - Indiana Humanities Workshop	\$54.70
35814	889	RENSSELAER ROTARY CLUB	11/13/17	September & October 2017 dues & meals	\$57.00
35815	890	RACHAEL CAVINDER	11/13/17	Mileage 8/21 - 10/19/17: Carpool for 10 day challenge meeting, Management Meeting, Children's Counterparts	\$66.34
35816	891	REPUBLIC SERVICES #715	11/13/17	Wh: Trash Service- November 2017	\$100.69
35817	892	WAL-MART COMMUNITY/SYN	11/13/17	Children's supplies, Continuations, DVDs, After School Program Supplies, Anime Program Supplies, Volunteer wipes	\$167.82
35818	893	ROEING CORPORATION	11/13/17	Dell Color Laser Printer	\$215.00
35819	894	TODAY'S BUSINESS Solutio	11/13/17	PrinterON service plan	\$1,485.00
35820	895	TRUGREEN PROCESSING CE	11/13/17	Wh: Lawn fertilization	\$91.00
35821	896	UNIQUE MANAGEMENT SERVI	11/13/17	Collections: Initial/Secondary Placements- October 2017	\$80.55
35822	897	VISION SERVICE PLAN	11/13/17	Vision Insurance Premiums- November 2017	\$214.74
35823	898	WAYFAIR	11/13/17	2 Benchcraft Armchairs	\$630.37
35824	899	YVONNE DEL VECCHIO	11/13/17	Mileage 9/6-10/26/17: Walking Books, Book Club, Community Connections	\$44.94
0	900	BILL HROMADA	11/10/17	Courier Mileage, 10/16/17 - 10/20/17 (Conf #597)	\$165.85
0	901	CHRISTINA SANDERS	11/10/17	Courier Mileage 10/24-10/31/17 (Conf. #599)	\$199.02
0	902	GREAT-WEST RETIREMENT S	11/10/17	Annuity Withheld 11/10/17 payroll (Conf. #601)	\$1,145.00
0	903	INDIANA CHILD SUPPORT BU	11/10/17	Child Support Garnishment: Andrea Prescaro 11/10/2017 Payroll (Payment #1890320171108162023)	\$80.17
0	904	INDIANA DEPARTMENT OF RE	11/10/17	EFT-State & County Taxes w/held October 2017 Payrolls (Ref #84336)	\$5,802.22
0	905	INPRS fbo PERF	11/10/17	11/10/17 Payroll Contributions	\$6,270.17
0	906	IRS USA TAXPAYMENT	11/10/17	EFT-FICA & Federal Taxes w/held 11/10/17 (Ref #93961459)	\$12,163.97
0	907	TOWN OF DEMOTTE	11/10/17	DeM: Sewer & Water- October 2017 (conf# 598)	\$167.64
0	908	TOWN OF WHEATFIELD	11/10/17	Wh: Sewer- November 2017 (conf# 600)	\$56.65
35825	909	ANDREA PRESCARO	11/13/17	8/2 - 11/8/17 Mileage: Walking Books	\$18.73
35826	910	BAKER & TAYLOR	11/13/17	Books, Continuations, AV, Auto. Yours	\$7,834.63
35827	911	DEMCO	11/13/17	Labels, Bookmarks, Drawstring bags, Book Pockets, Titan Black Book supports	\$187.04
35828	912	EVELYN BRISTOL	11/13/17	Mileage 4/5-11/3/17: Branch Counterparts, Marketing Event, Management, Database Meeting, TS Meeting, Indiana Humanities/Grant Conference, Walking books, Transport, Reference Counterparts, Positivity Meeting, LC Meeting	\$758.10
35829	913	MELISSA J. WIDNER	11/13/17	Mileage 11/6/17: Copyright Conference	\$113.42
35830	914	MOTION PICTURE LICENSING	11/13/17	License Certificate - Wheatfield Lib (1/3/2018 - 1/3/2019)	\$109.65
35831	915	Muncie Public Library	11/13/17	SRCS #42836 Lost book: Exit Strategy	\$6.99
35832	916	OFFICE DEPOT	11/13/17	Ruler, Clip binders, Copy paper, Protecto film, Sign Holder, Black Frame, Desk Pad, Rubberbands, Tape, Sticky notes, Construction Paper, Blue Cardstock	\$590.18
35833	917	S & S WORLDWIDE, INC	11/13/17	Teacher Tote-all, Teacher All Apron	\$126.36
35834	918	WARSAW COMMUNITY PUBLI	11/13/17	Book Lost: SRCS #42838 Made to be broken	\$6.99
35835	919	BAKER & TAYLOR ENTERTAIN	11/13/17	DVDs, CDs	\$2,563.78

F6c

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$134,363.97

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 13, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 13th day of November, 20 17.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 11, 2017, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of November Board Meeting
Bills/Financial Reports
Policies for Review (R 10)

General Business

Future Plans for Purchased Property Adjacent
to DeMotte Library (R 12)
Water/Sewer Service, DeMotte Library (R 12)
2018 Salary Increase (R 12)
Director Salary 2018 (R 12)
Vision Insurance Renewal (R 13)
Insurance Settlement Fund Transfer (R 13)
Interlocal Agreement – HGACBuy (R 13)
LIRF Transfers (R 13)
Election of Officers (R 13)
End of December Board Meeting (R 14)

Discussion
Action
Action
Action
Action
Action
Action
Action
Action
Information

Director's Report (R 12-R 17)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

November 13, 2017
Rensselaer Library

Present: Kevin Kaluf, Natalie Waling, Mark Heinig, Jody Melton, Kristie Housman, Janelle Harper, Janet Umlauf, Patricia Stringfellow, Rayann Gilmore, Rebecca Amalong, Sheila Maxwell

Absent:

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Materials Selection Policy review, Indemnification Policy review and Circulation Policy revisions were approved on a motion by J. Umlauf and seconded by N. Waling. Motion passed.

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong, Technical Services Librarian, explained that this year she has been a member of the 10 Day Challenge Work Group. This group was created with an eye to achieving and maintaining rapid turnaround time for all items purchased for JCPL. To work toward this goal AV Shopping has been discontinued in favor of AV purchases through Midwest Tape and Baker & Taylor; Becky & Mary have met with selectors to standardize call numbers across the system; cataloging has been pared back; TV Series are now placed in Book-On-CD cases for quicker processing; and additional standardization of processing has been put in place. The work group and the library system continue to work toward this goal. Becky was able to attend several workshops/conferences this year including Conflict Management Skill for Women, TLCU Conference, and ILF Conference in Peru where she presented on digital access cards with P. Stringfellow. TLC was updated to Release 44 on October 16. There were a few problems after the upgrade but most were easy fixes. Also with TLC, Fine History was somehow turned off and caused the loss of some fine and charge information. This history has since been turned back on for all patrons. Conversely, there was an issue with Loan History being turned on for all patrons. This should only be on for those patrons who specifically indicate that they want their loan history kept. This has been resolved as well. New holdings codes have been added and some rules concerning renewals for AV materials have been changed in TLC. Technical Services cataloged and packaged the Wi-Fi hotspots for checkout. Becky and Mary worked with Linda and Rayann to mark out separate spaces in the attic for Tech Services, Public Services, and Business Office use. The link in the PAC records for Learning Express was changed to use the new URL.

Sheila Maxwell, Systems Administrator, reported that one of her big projects this year was preparing the Wi-Fi hotspots for patron checkout. She researched options for this service speaking with Porter County Library and a library in Texas about how this service works for them. Once the staff committee settled on circulation parameters and Tech Services determined how the hotspots would be processed and packaged, she worked with Sprint on logistics such as naming the network and setting the hotspots for no roaming. The service area of the hotspots was tested and instructions for staff and patrons were created. The launch date for checkout of the hotspots was May 1 and since then there has been 406 checkouts across the system. A secure process for allowing staff to use the library's circulation software off-site was put in place. This has allowed staff to take the iPads off-site and use TLC to check-out books at an off-site book discussion and register new patrons. Unexpectedly this year we had to migrate from PCCOP PC reservation software to Envisionware. In June after trying to contact PCCOP support about an issue it appeared that the company has closed their doors without notice. After researching alternatives,

we decided to proceed with Envisionware. The timing was not ideal to convert to Envisionware since it was Summer Reading time but staff were very adaptable. Fiber was updated at all three libraries. The Wheatfield High School yearbooks and two additional Rensselaer yearbooks were uploaded to Internet Archive along with the Veteran's Buried in Jasper County resource.

Permission to De-Select – VHS: We no longer have any VHS in our collection. They have been weeded out due to patron disinterest or condition. We recommend that we remove VHS from our list of materials available at our library. M. Heinig moved that VHS be removed from the list of materials available at the library, seconded by K. Housman. Motion passed.

Health Insurance Renewal: We have received our health and life insurance renewal information. We budgeted for a 15% increase in health insurance costs for our 2018 budget. The cost for our current health insurance plan has gone up 8%. Coverage did not change. Rates for life insurance remain the same. Our agent did provide some other options but in consideration of premium cost and coverage our current plan with an 8% increase is most attractive. K. Kaluf moved to continue with the current health and life insurance plans, seconded by J. Harper. Motion passed.

Dental Insurance Renewal: We have received our rates for dental insurance. We budgeted for a 15% increase but our rates came in with only a 2.39% increase. Coverage did not change. J. Umlauf moved to continue with the current dental insurance plan, seconded by K. Housman. Motion passed.

Vision Insurance Renewal: We have received our rates for vision insurance. We budgeted for a 15% increase. Our rates with our current provider, VSP, did not increase and coverage remained the same. Our agent offered a second option for our consideration, Anthem Blue View Vision that offers coverage that is equal to or better than what we currently offer with a lower premium. The rate for our current plan is \$11.93 per month, and the rate for the second option is \$7.34 per month. We have confirmed that the local optometrists who are currently in network are also in network with this new option. K. Housman moved to select Anthem Blue View Vision for the library's vision insurance, seconded by M. Heinig. Motion passed.

Adoption of Revised Internal Controls Standards & System: The Library Board is required to adopt Internal Control Standards and System. There are specific requirements for this work as named in the State Board of Account's Uniform Internal Control Standards for Indiana Political Subdivisions. Management is responsible for design and implementation while the Board oversees and monitors the controls that are implemented. Last year we focused on 5 key accounting areas to begin: receipts, bank reconciliation, vendor disbursements, payroll, and financial reporting. This year we worked on Library Credit Card, and recommend adding this accounting area to our system. Additionally we have learned that Internal Controls training is not required annually as our system currently states. We recommend that we revise our system striking the word annually in relation to training. J. Umlauf moved to adopt the Internal Control Standards and System as presented, adding the Library Credit Card section and striking the word annually in relation to training, seconded by K. Kaluf. Motion passed.

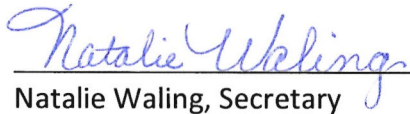
2018 Slate of Officers: J. Umlauf presented the nominees for the following 2018 offices: J. Umlauf, President; K. Kaluf, Vice-President; J. Melton, Secretary; J. Harper, Treasurer; and M. Heinig, Assistant Treasurer. The board will vote on the new slate at the December meeting.

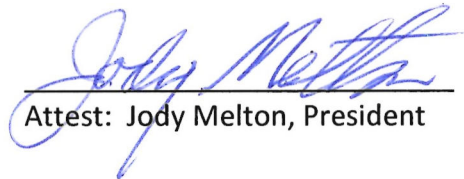
Year-End Board Meeting: The year-end meeting to approve final bills, transfers and encumbrances for the year, is tentatively scheduled for Wednesday, Dec. 27th, at 8:30 AM with K. Housman, J. Harper, and J. Umlauf planning to attend. We need at least 4 board members for a quorum.

Director's Report: P. Stringfellow explained that historically we have had equipment sales to sell old pcs. These sales used to be quite popular, but more recently there has been less patron interest. Preparing pcs for sale is a time consuming endeavor, and we have limited space to store this equipment that is waiting for sale. Many other libraries recycle their old pcs. In consideration of space/time, we will begin to recycle this equipment that is no longer needed. Our new telephone system has been installed at all libraries. Staff is becoming used to the new equipment and functionality. Installation went smoothly and our vendor has been great with training and assistance. Conversion of the Halleck tapes is complete and all tapes have been returned to the library. We are in possession of the audio files and all matters of ownership have been buttoned up to our satisfaction. We are scheduled to close on the Huber house on Wednesday, November 15. Ed Dumas will be attending our December board meeting to begin the discussion of demolition of our houses. P. Stringfellow is still working with Lois and Jeffrey DeVries regarding their salvage request.

Public Forum: Stace Pickering and Mike Manis from the Rensselaer Park Board presented information on the Parks for People campaign. They are getting the word out about this campaign to raise money to do enhancements to the Rensselaer parks.

Adjournment: With no further matters for discussion, J. Melton adjourned the meeting at 7:30 PM.


Natalie Waling, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
November 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	19	2	0	21
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	26	6	0	32
Blu-Ray (DBR)	211	0	1	212
Books on CD (DBKCD)	94	8	6	108
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	74	5	1	80
Digital Audiobooks (DDA)	28	0	0	28
DVD (DDVD)	1456	57	18	1531
Equipment (DEQP)	28	0	0	28
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	14	0	1	15
Fiction (DFIC)	501	18	22	541
Fiction Fantasy (DFICF)	2	0	2	4
Fiction Mystery (DFICM)	81	3	2	86
Fiction New (DFICNEW)	433	12	20	465
Fiction Science Fiction (DFICSF)	10	0	0	10
Fiction Western (DFICW)	0	1	0	1
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	56	10	1	67
Hanging Bags (DHANG)	3	1	0	4
ILL (DILL)	23	1	0	24
Internet (DINTER)	555	0	0	555
Juv. Audio book (DJAUDB)	31	0	1	32
Juv. Biography (DJBIO)	53	0	0	53
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	27	0	0	27
Juvenile Easy (DJE)	703	30	14	747
Juv. Easy Non-fiction (DJENF)	63	0	0	63
Juv. Easy Reader (DJER)	293	0	0	293
Juv. Fiction (DJFIC)	463	15	9	487
Juv. Holiday books (DJHOL)	122	18	23	163
Juv. Magazine (DJMAG)	3	0	0	3
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	244	9	6	259
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	6	0	0	6
Juv. Toddler (DJTOD)	120	0	2	122

Large Print Fiction (DLPF)	146	20	10	176
Large Print Nonfic (DLPNF)	9	0	0	9
Magazine (DMAG)	407	0	1	408
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	2	0	0	2
Nonfiction 100 (DNF100)	15	1	0	16
Nonfiction 200 (DNF200)	20	3	2	25
Nonfiction 300 (DNF300)	20	2	1	23
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	29	1	1	31
Nonfiction 600 (DNF600)	78	8	3	89
Nonfiction 700 (DNF700)	36	0	2	38
Nonfiction 800 (DNF800)	12	0	1	13
Nonfiction 900 (DNF900)	70	7	0	77
Nonfiction Blu-Ray (DNFBR)	3	1	0	4
Nonfiction DVD (DNFDVD)	81	0	0	81
Nonfiction (DNFIC)	4	0	0	4
Nonfiction New (DNFNEW)	66	6	5	77
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	3	0	0	3
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	9	0	0	9
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	63	3	66
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	6	0	0	6
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	101	7	0	108
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	0	0	7
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	0	1	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	29	0	32
Blu-Ray (RBR)	5	374	2	381
Books on CD (RBKCD)	3	125	6	134
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	176	6	188
Digital Audiobooks (RDA)	1	30	0	31
DVD (RDVD)	26	2441	26	2493
Equipment (REQP)	5	8	0	13
See librarian (RERR)	0	0	0	0

Express Book (REXP)	0	20	0	20
Fiction (RFIC)	19	442	14	475
Fiction New (RFICNEW)	23	340	12	375
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	8	0	8
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	98	4	106
Hanging Bag (RHANG)	1	4	0	5
ILL (RILL)	0	13	0	13
Internet (RINTER)	0	694	0	694
Juv. Audio book (RJAUSB)	1	29	7	37
Juv. Biography (RJBIO)	1	25	0	26
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	3	24	0	27
Juvenile Easy (RJE)	9	535	25	569
Juv. Easy Non-fiction (RJENF)	0	42	0	42
Juv. Easy Reader (RJER)	15	258	4	277
Juv. Fiction (RJFIC)	21	457	5	483
Juv. Magazine (RJMAG)	0	8	0	8
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	7	355	2	364
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOB)	1	75	5	81
Large Print Fiction (RLPF)	7	219	6	232
Large Print Nonfic (RLPNF)	0	7	0	7
Magazine (RMAG)	0	223	0	223
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	7	0	7
Non-Fiction 100 (RNF100)	1	12	1	14
Non-Fiction 200 (RNF200)	1	23	0	24
Non-Fiction 300 (RNF300)	1	30	4	35
Non-Fiction 400 (RNF400)	0	4	0	4
Non-Fiction 500 (RNF500)	1	23	0	24
Non-Fiction 600 (RNF600)	10	103	12	125
Non-Fiction 700 (RNF700)	2	46	2	50
Non-Fiction 800 (RNF800)	0	10	0	10
Non-Fiction 900 (RNF900)	6	45	1	52
Nonfiction Blu-Ray (RNFBP)	0	3	0	3
Nonfiction DVD (RNFDVD)	1	126	0	127
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	9	116	5	130
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	6	0	6
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	5	0	5
Software (RSWAR)	0	9	0	9
SRCS (SRCS) DeMotte	43	0	1	44

SRCS (From other libraries ILL-SR	0	14	0	14
SRCS (SRCSW) Wheatfield	2	1	31	34
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUSB)	1	3	1	5
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	70	4	76
YA Music CD (RYACD)	0	18	0	18
YA Nonfiction (RYANF)	0	2	0	2
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	3	15	21
Blu-Ray (WBR)	2	2	233	237
Books on CD (WBKCD)	10	14	109	133
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	0	98	99
Digital Audiobooks (WDA)	2	0	13	15
DVD (WDVD)	27	47	1849	1923
Equipment (WEQP)	0	0	13	13
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	1	0	18	19
Fiction (WFIC)	30	17	255	302
Fiction Fantasy (WFICF)	0	1	7	8
Fiction Mystery (WFICM)	6	3	55	64
Fiction New (WFICNEW)	27	13	165	205
Fiction Science Fiction (WFICSF)	0	0	0	0
Fiction Western (WFICW)	0	1	4	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	4	0	26	30
Hanging Bags (WHANG)	2	0	8	10
ILL (WILL)	0	2	44	46
Internet (WINTER)	0	0	254	254
Juv. Audio book (WJAUSB)	3	1	23	27
Juv. Biography (WJBIO)	2	1	10	13
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	5	6
Juvenile Easy (WJE)	13	16	589	618
Juv. Easy Non-fiction (WJENF)	4	1	21	26
Juv. Easy Reader (WJER)	6	1	316	323
Juv. Fiction (WJFIC)	26	13	274	313
Juv. Magazine (WJMAG)	1	0	10	11
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	8	157	174
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	11	0	272	283
Large Print Fiction (WLPF)	19	18	157	194
Large Print Nonfic (WLPNF)	0	0	14	14

Magazine (WMAG)	2	0	293	295
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	1	1	5	7
Non-Fiction 200 (WNF200)	2	0	10	12
Non-Fiction 300 (WNF300)	2	1	2	5
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	10	10
Non-Fiction 600 (WNF600)	4	1	47	52
Non-Fiction 700 (WNF700)	0	0	6	6
Non-Fiction 800 (WNF800)	1	0	4	5
Non-Fiction 900 (WNF900)	4	5	24	33
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	4	4	103	111
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	5	1	42	48
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	4	4
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	4	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	7	7	121	135
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	15	15
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7354	8234	6058	21646

CIRCULATION BY HOLDINGS CODE
November 2017

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	19	2	0	21
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	32	38	15	85

Blu-Ray (BR)	221	380	236	837
Books on CD (BKCD)	107	147	121	375
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	81	181	105	367
Digital Audiobooks (DA)	31	30	13	74
DVD (DVD)	1509	2545	1893	5947
Equipment (EQP)	33	8	13	54
See librarian (ERR)	0	0	0	0
Express Book (EXP)	15	20	19	54
Fiction (FIC)	550	477	291	1318
Fiction Fantasy (FICF)	2	1	9	12
Fiction Mystery (FICM)	87	6	57	150
Fiction New (FICNEW)	483	365	197	1045
Fiction Science Fiction (FICSF)	10	0	0	10
Fiction Western (FICW)	0	2	4	6
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	8	0	8
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	64	108	31	203
Hanging Bags (HANG)	6	5	8	19
ILL (ILL)	23	16	44	83
Internet (INTR)	555	694	254	1503
Juv. Audio book (JAUDB)	35	30	31	96
Juv. Biography (JBIO)	56	26	10	92
Juv. Book on CD (JBKD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	31	24	5	60
Juvenile Easy (JE)	725	581	628	1934
Juv. Easy Non-Fiction (JENF)	67	43	21	131
Juv. Easy Reader (JER)	314	259	320	893
Juv. Fiction (JFIC)	510	485	288	1283
Juv. Holiday (JHOL)	122	18	23	163
Juv. Magazine (JMAG)	4	8	10	22
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	260	372	165	797
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	6	0	0	6
Juv. Toddler (JTOD)	132	75	279	486
Large Print Fiction (LPF)	172	257	173	602
Large Print Nonfic (LPNF)	9	7	14	30
Magazine (MAG)	409	223	294	926
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	2	7	4	13
Non-Fiction 100 (NF100)	17	14	6	37
Non-Fiction 200 (NF200)	23	26	12	61
Non-Fiction 300 (NF300)	23	33	7	63
Non-Fiction 400 (NF400)	2	4	1	7
Non-Fiction 500 (NF500)	30	24	11	65
Non-Fiction 600 (NF600)	92	112	62	266
Non-Fiction 700 (NF700)	38	46	10	94
Non-Fiction 800 (NF800)	13	10	5	28
Non-Fiction 900 (NF900)	80	57	25	162
Non-Fiction Blu-Ray (NFBR)	0	0	0	0

Non-Fiction DVD (NFDVD)	86	130	103	319
Nonfiction (NFIC)	4	0	1	5
Nonfiction New (NFNEW)	80	123	52	255
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	6	0	6
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Reference (REF)	5	16	48	69
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	9	5	4	18
Software (SWAR)	0	9	0	9
SRCS (SRCS) DeMotte	43	0	1	44
SRCS (From other libraries III-SRC	0	77	3	80
SRCS (SRCSW) Wheatfield	2	1	31	34
Vertical File (VF)	0	1	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	7	3	1	11
YA Biography (YAB)	0	0	0	0
YA Books on CD (YABKCD)	0	0	4	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	110	84	125	319
YA Music CD (YACD)	0	18	0	18
YA Nonfiction (YANF)	7	2	15	24
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	0	1	4
				0
Free reads	233	124	59	416
Games/Puzzles	52	3	0	55
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7641	8377	6162	22180

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1555	1252	810	3617
Nonfiction	482	545	321	1348
CHILDREN'S BOOKS				
Fiction	1700	1402	1515	4617
Nonfiction	511	459	219	1189
YA BOOKS				
Fiction	174	192	156	522
Nonfiction	7	2	15	24
Magazines, Adult	409	231	294	934
Magazines, Children	4	8	10	22
Sound Recordings, adult	226	361	244	831
Sound Recordings, ch	72	77	44	193
Online databases	0	0	0	0
Software	0	9	0	9

SRCS	45	78	35	158
Vertical file	0	1	0	1
VHS/DVD/Blu-Ray	1816	3055	2232	7103
Equipment	33	8	13	54
Total	7034	7680	5908	20622
A-V Circulation	2114	3502	2520	8136
A-V Circulation as % of total	30.1%	45.6%	42.7%	39.5%

November 2017

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

[illegible]

WHEATFIELD

60,417

19.3%

% change

R3

-0.1%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
22,961	23,032	16,206	16,261	15,882	15,993
18,753	18,788	19,236	18,697	9,755	9,776
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
16,591	16,639	13,366	13,486	13,133	13,150
9,064	9,081	6,378	6,392	6,825	6,842
					Fiction
					Nonfiction
					YA BOOKS
2,399	2,402	3,207	3,239	3,134	3,158
625	625	384	382	267	267
					Fiction
					Nonfiction
				2	2
					Magazines, Adult
				0	0
					Magazines, Child
0	0	0	0	0	0
					Games, Toys
3,901	3,906	296	298	4,377	4,384
					Sound Rec/Adult
704	707	4,418	4,419	882	887
					Sound Rec/Child
20	20	646	646	16	16
					Online Databases
209	209	17	17	-11	-11
					Software
					SRCS
106	106				Vertical Files
6,258	6,332	10,134	10,011	5,898	5,896
					VHS/DVD/Blu-ray
118	118	142	142	57	57
					Equipment
81,709	81,965	74,430	73,990	60,217	60,417
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

November 2017

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	239	52	191	41	283	61	713	154
LOCAL HISTORY								
In person	3	1	9	3	0	0	12	3
Letters written	0	0	5	5	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	555	23	694	29	254	11	1503	63
Internet use-Wireless	2010		2460		720		5190	
Computer software used	0	0	0	0	0	0	0	0
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	20	3	0	0	24	3
CD ROM/Online databases	0	0	0	0	0	0	0	0
Public FAX24	39		20		54		113	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	6	2	19	6	3	1	28	9
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	23		8		0		31	
Outreach activities	53	53	9	6	0	0	62	41
Notarized documents	16	4	10	3	3	1	29	7
Meeting Room Use (no. of group)	62	21	65	22	34	11	161	54
Study room use	40	3	63	5	34	3	137	11
Proctoring	8	4	1	1	0	0	9	5
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1849	
IN-HOUSE USE ITEMS	668		254		116		1038	
SELF-CHECKOUT USE	126		530		211		867	
INTERLIBRARY LOANS								
Requests made for:							204	51
Items rec'd for:							167	84
Items requested by other libraries							58	
Items supplied to other libraries							58	29

REGISTRATIONS

Total Borrowers	7894	12229	5047	25170
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	307	500	129	936
Number of New Patrons Added	23	34	26	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	10	60	21	126	15	90	46	276
Number attending	130		217		227		574	
YA Programs (14-17)	0	0	0	0	2	12	2	12
Number attending	3		1		4		8	
Adult Programs	2	12	5	30	3	18	10	60
Number attending	97		62		103		262	
Senior Citizen Programs	15	90	5	30	3	18	23	138
Number attending	65		47		42		154	
Total Number of Programs	27	162	32	192	23	138	82	492
Total Persons Attending	295		327		376		998	
Total Attending Same Month Last Yr.	240		313		323		876	
Total Staff Hours Spent		325		315		226	866	1012
Total Number of In-House Program	20		28		17		65	
Total Attendance	252		287		224		763	
Total Number of Outreach Program	7		4		6		17	
Total Attendance	43		40		152		235	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3971	56.1%	5267	68.7%	4243	72.4%	13481	65.4%
Corporate	8	0.1%	25	0.3%	0	0.0%	33	0.2%
Juvenile 0-11	100	1.4%	194	2.5%	12	0.2%	306	1.5%
Juvenile-AV	593	8.4%	966	12.6%	738	12.6%	2297	11.1%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	271	3.8%	308	4.0%	109	1.9%	688	3.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	96	1.4%	22	0.3%	0	0.0%	118	0.6%
Reciprocal YA	1	0.0%	6	0.1%	0	0.0%	7	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	41	0.5%	0	0.0%	41	0.2%
School AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
St. Joseph College	0	0.0%	3	0.0%	0	0.0%	3	0.0%
SRCS	0	0.0%	67	0.9%	0	0.0%	67	0.3%
Staff	1807	25.5%	484	6.3%	555	9.5%	2846	13.8%
Walking books	87	1.2%	96	1.3%	20	0.3%	203	1.0%
YA 12-17	12	0.2%	10	0.1%	0	0.0%	22	2.4%
YA-AV	138	1.9%	173	2.3%	186	3.2%	497	2.4%
Total	7084		7667		5863		20614	
All items borrowed by nonresidents	368	5.2%	385	5.0%	109	1.9%	862	4.2%

e-FAX MACHINE POLICY

Jasper County Public Library

The library ~~owned fax machine~~ e-FAX will be used by staff when they need to send documents quickly. It will also be used (at no charge) when a patron from one branch needs information available at another branch and does not wish to wait for it to be sent by transport. ~~Staff and Board members will be charged 15 cents per page for personal use of the library owned fax machine.~~

Patrons may fax for a fee via self-service Fax 24 Scan kiosks located in each library. The Library does not fax non-library materials for patrons.

10/94; reviewed 7/12; revised 7/14; revised 5/16; revised 12/17

**Director's Report
November 2017**

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2018 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

Policies for Review: There are no policies scheduled to be reviewed in December, however, with the installation of our new telephones we have moved to e-fax rather than fax machines for staff. Our Fax Policy needs to be revised to reflect this new approach. Please see R 10. **If you approve the Consent Agenda items, you will approve revising the Fax Policy as presented.**

General Business:

Future Plans for Purchased Property Adjacent to DeMotte Library: Ed Dumas will join us to discuss next steps with our properties, namely demolition. I have received a few queries regarding salvage. We will discuss options and begin to formulate an action plan.

Water/Sewer Service, DeMotte Library: We closed on the Hubers house on November 15, 2017. This property had not signed up for town water. However we need to abandon the sewer service and have abandonment verified by the DeMotte Public Works Department to stop the sewage service billing for this property. The board has to officially declare that there are no plans to have an inhabitant, that the house will eventually be razed, and that there are no plans to erect a building on this site. The board needs to make this official declaration regarding our house, at 200 10th Street SW, DeMotte, IN. A board vote is required. Then we will proceed with digging up the sewer line, cutting it, capping it and leaving it visible for DeMotte Sewer Department to inspect. Then the service will be completely off and the billing will cease.

2018 Salary Increase: A board vote is required to implement a salary increase for staff in 2018.

Director Salary 2018: As per Board and Administration Monthly Tasks, Director Salary for 2018 is determined in open session. At your June meeting you

approved a motion to revisit director salary in the future with a goal to raise the 2018 director salary to \$75,000.

Vision Insurance Renewal: On December 1 as we were just beginning insurance enrollment, we received an email from our agent, "We have been speaking with Anthem regarding the vision plan and were informed it is not available to small groups (<50 employees). I apologize. We were unaware that there is a restriction on the group size. We are not pleased this was not stipulated in the beginning from Anthem, and sincerely apologize for the misinformation." So this means that the option that we recommended to the board in November is not an option for us. We are not eligible, so that left only one other option, to remain with our current provider (VSP) and coverage. There was no increase in rates with this option. Since we have a small window of time to enroll staff and many are on vacation/holiday in the last half of the month, I did not want to wait to enroll staff after a board vote on December 11 so we proceeded with offering VSP ahead of a board vote. I would like for the board to approve this change of direction retroactively since your November vote approved a different provider and coverage. It seemed the best course of action.

Insurance Settlement Fund Transfer: In 2014 when Rensselaer Library experienced a flood we had to set up an Insurance Settlement Fund to receipt insurance payments into. We paid bills related to reconstruction, restoration, and equipment and supply purchases from this fund. We no longer expend from this fund, but a balance does remain in this fund, \$12,908.92. We no longer need this fund. By board resolution the library can declare the Insurance Settlement Fund dormant and transfer the balance to our Rainy Day Fund for future expenditures. The Rainy Day Fund may be used for the same purposes as the Operating Fund so the board would have flexibility to spend these funds as needs arise and as approved appropriations allow. A board vote is required to declare the Insurance Settlement Fund dormant and transfer the balance to the Rainy Day Fund.

Interlocal Agreement – HGACBuy: When we launched our Hotspot service earlier this year the board approved our proceeding with a Sprint-required Interlocal Agreement. We are trying to determine if the one you approved will expire on 12/31/17 or not. At the writing of this report, we are still working on it. However, I will leave this item on our agenda just in case you need to approve a new one.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. It is good to set aside money each year for future improvement needs. We will bring a recommendation to our December meeting. If a transfer is recommended, the Board will need to pass a resolution in this regard.

Election of Officers: You will be electing your slate of officers for 2018. If you wish to proceed with the slate of officers presented at the November meeting,

you will need to move to elect the slate of officers as presented: President- Janet Umlauf, Vice-President- Kevin Kaluf, Secretary- Jody Melton, Treasurer- Janelle Harper, and Assistant Treasurer- Mark Heinig.

End of December Board Meeting: Board members are tentatively scheduled to meet Wednesday, December 27, 2017 at 8:30am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. Janet Umlauf, Kristie Housman, and Janelle Harper have indicated that they will be attending. We need at least four members to attend to make a quorum. Who else is available? We also need to firm up the tentative date/time so that we may officially announce the meeting.

Director's Report:

In November we received word that the Greater Rensselaer Chamber of Commerce had named Jasper County Public Library Non-Profit of the Year in appreciation of outstanding service and commitment to the community. To quote Jody Melton, "It is fulfilling to be awarded and recognized for the good work of the staff at our Rensselaer Library." In addition to that DeMotte Library joyfully received a positive patron comment in their suggestion box - "I enjoy the library so much. All of the librarians and staff are eager to help and share ideas..." - Beth B. Her comments were lengthy, and I will pass around a copy at our December meeting. Additionally, a geocacher had this to say about our Wheatfield Library, "Let me say...we went inside and met the staff who are very aware of this cache...what absolutely delightful people...beautiful building...do stop in." These words of affirmation are priceless to us all.

Becky and I had the privilege of being presenters for an Indiana State Library webinar entitled, School & Public Library Partnerships: Getting Public Library Access to Students. Julie Walstra, Library Media Specialist for KV presented with us. We explained in detail our partnership to provide digital access cards to KV middle and high school students and other schools in our library service district. 36 participants tuned in with several asking very good questions about our experiences. It was our first time presenting in a webinar format, and we think it went very well! We appreciated the opportunity to participate.

As you know we did budget to add additional hotspots in 2018. We have placed an order for these additional hotspots (24!) and hope to have them available to the public before February 1. We will then have 36 hotspots available for checkout (12 at each library location). We continue to monitor checkouts and continue to consider our policy language and ways to improve this very popular service.

Sadly we have learned that the DNR has suspended their Park Pass Program for Indiana Public Libraries. Effective 1/1/18 we will no longer have park passes to check out. They checked out 84 times in 2016! We believe that patrons will

greatly miss this service. DNR will not allow us (the library) to purchase passes for checkout.

Jeffrey and Lois DeVries did retrieve their requested items on November 20. Rayann and I supervised their work and all went smoothly. They were cordial and appreciative and had the correct paperwork in hand.

The Marketing Committee provided their annual report to the Management Team in November. In 2017 the committee purchased the following imprinted items – Cool Clips, Umbrellas, Pencil Sharpeners, Scratch Pads, Coolies, and pencils. We also purchased a canopy for use at Outreach Programs. To market the library we participated in the following events: Family Resource Day at the Jasper County Fairgrounds, Wheatfield Kindergarten Registration, Rensselaer Kindergarten Round Up, National Library Week, Earth Day at Brookside Park in Rensselaer, Jasper County Fair, Rensselaer Farmer's Market Family Night, DeMotte Back-to-School Fair, Library Card Sign-Up Month, and Sandhill Crane Festival. Additionally Patty did several radio spots throughout the year promoting new services and programs.

Long Range Plan/Technology Plan Update- Since my last report to you we have accomplished the following: new phone installation and switch to E-Fax, boosted 2 Facebook events – Jim Gill/Jim Bulanda, provided Digital Access Cards to schools in our service district, uploaded Wheatfield yearbooks and 2 new Rensselaer yearbooks to Internet Archive; Uploaded Eagle Scout Veterans Cemetery Index project to Internet Archive; received digital Scheele files; replaced old PCs with new; ordered and installed new equipment at each library location; added 10 Aargh Self-Service docs for staff; created process to backup critical Envisionware files nightly; filled out E-rate 2018 paperwork for Indiana State Library; attended various counterparts meetings, workshops, conferences, and webinars including Digipalooza, TLCU, ILF, and Leadership Jasper County; offered Teen Read Week events; held Staff Development Day; hosted Historical Society display; attended Chamber & Rotary meetings; held People Count Week; painted DeMotte Library foyer; bought another house adjacent to DeMotte Library; Marketplace Navigators and SHIP Volunteers available for patron assistance; presented to community groups on three occasions; marketed the library at the Sandhill Crane Festival; held Library Card Sign-Up activities/promotion; held Eclipse programs and provided free glasses; manned a booth at the DeMotte Back-to-School Fair; hosted a Workforce Innovations Network meeting; and upgraded TLC to release 44.

Trust!Indiana investments continue to go well.

System Administrator News

Sheila participated in a webinar, Imaging in Context: Intro to Still Image Digitization for Smaller Institutions. She is in the midst of an online class,

Windows 10. She installed a new microfilm reader and a 27" monitor at DeMotte Library and installed a new 27" monitor for the Rensselaer Library microfilm reader. She assisted me with Digital Access Card webinar tech testing and created PowerPoint slides for the webinar. She created Facebook ads for the Jim Gill and Laura Ingalls programs.

Technical Services News

Becky reports that she attended TLCU with Mary Molenaar, Patty Stringfellow, and Evie Bristol. We got some much needed face time with TLC staff and were able to express our concerns. The Friday before we left I was contacted by Chris Simpson from TLC about some of our concerns. TLC created a survey that Becky will fill out with input from Public Service Staff. Last month Becky reported that she had contacted TLC about Loan History being turned on for all borrowers. She sent a list to TLC of patrons who wished to have their loan histories turned on and they were able to make the correction to the settings, turning on loan histories for those who request it be turned on.

DeMotte Library News

Debbie reports, "Jim Gill was awesome! It was very exciting to present Jim Gill (and the accordion man) in his National Campaign for Play concert sponsored by all of JCPL (the three branches worked together). There were 92 total in attendance, with local patrons and people from many miles out of the area. Our attendance age ranged from new born to children to youth to parents to senior citizens. A great time was had by all!!! I am getting calls from other local libraries about our program and questions about how it went – we are trend setters."

Rensselaer Library News

Linda reports, "The annual Christmas Tree Walk is being held once again this year. This year the trees include; the Heroes Tree, TOPS, Tri Kappa, Hanging Grove 4-H club, and CDC Resources. Patrons can once again, vote for their favorite tree with nonperishable food items; which will be delivered to the Rensselaer Food Pantry. Melissa Smith hosted a program for veterans/family of Veterans to place ornaments on the Heroes Tree. Barb Hickner, a Navigator with the State; is meeting with people every other Monday in order to continue to assist patrons with questions and signups for the Marketplace. Sandy Lanoue, SHIP volunteer, is also meeting with seniors to check that their Medicare plan is still the best one for them."

Wheatfield Library News

Evie reports, "We had a lot going on in November! We started off the month getting our new phone system here, which has forced us to slow down and learn everything. Then, the following week, I had the opportunity to attend TLCU, which proved to be very informative and helpful in my knowledge of TLC. I also

participated again in Jasper County Leadership program – this month our library even hosted! Thanksgiving brought us a nice break, but also began many staff members' vacations, which is going to leave us short-staffed through December. Regardless, we always manage to do what needs done!

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

Resolution To Transfer Funds To The Rainy Day Fund

Whereas, the Board of Trustees of Jasper County Public Library finds that the purposes of the Insurance Settlement Fund have been fulfilled; and,

Whereas, there is remaining in the Insurance Settlement Fund an unused and unencumbered balance; therefore,

Be It Resolved, that the Board of Trustees of the Jasper County Public Library do hereby transfer \$12,908.92 from the Insurance Settlement Fund to the Rainy Day Fund for the purpose(s) of necessary expenditures. This fund shall be subject to the same appropriation process as other funds that receive tax money.

ADOPTED THIS __11th__ DAY OF _December_____, 2017.

NAY

AYE

M. H. Heiny
Jody Miller
James H. Hurland
John H. Hurland
Kristi Hurland

ATTEST:

M. H. Heiny
Secretary of Jasper County Public Library Board

JCPL FINANCIAL STATEMENT

November 30, 2017

	<u>Beginning 2017 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$690,256.72	\$174,880.06	\$2,033,281.97	\$437,997.51	\$2,013,132.94	\$670,107.69
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$14,301.35	\$288.97	\$12,517.58	\$917.00	\$12,358.90	\$14,142.67
DeMotte	\$3,743.26	\$27.00	\$2,768.50	\$500.00	\$3,626.98	\$4,601.74
Rensselaer	\$8,743.11	\$13.48	\$7,276.16	\$275.00	\$4,782.95	\$6,249.90
Wheatfield	\$1,814.98	\$248.49	\$2,472.92	\$142.00	\$3,948.97	\$3,291.03
Library Improvement Reserve Fund	\$181,354.35	\$0.00	\$0.00	\$14.92	\$166.52	\$181,520.87
Bond & Interest Redemption Fund	\$148,083.44	\$0.00	\$326,838.75	\$73,424.42	\$217,937.48	\$39,182.17
Rainy Day Fund	\$2,622,356.36	\$133,238.54	\$283,779.81	\$1,922.07	\$12,788.96	\$2,351,365.51
Includes Investments of: \$2,011,551.86						
State Technology Fund Grant Fund	\$0.00	\$950.07	\$16,333.34	\$0.00	\$16,333.34	\$0.00
Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$26,792.00	\$0.00	\$26,792.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$216.62	\$0.00	\$198.72	\$28.09	\$190.51	\$208.41
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,153.72	\$86,919.35	\$8,153.72	\$86,919.35	\$0.00
FICA Tax Collected	\$0.00	\$7,611.20	\$82,481.51	\$7,611.20	\$82,481.51	\$0.00
State Tax Collected	\$3,329.68	\$3,291.83	\$37,373.88	\$3,444.30	\$37,488.45	\$3,444.25
County Tax Collected	\$2,486.68	\$2,510.39	\$28,553.51	\$2,665.73	\$28,732.61	\$2,665.78
Deferred Comp.	\$0.00	\$2,290.00	\$23,220.00	\$2,290.00	\$23,220.00	\$0.00
#125 Pre-tax Plan	\$64.39	\$3,580.81	\$39,565.27	\$3,568.28	\$39,623.15	\$122.27
Employee Life Insur.	\$0.36	\$183.76	\$1,998.26	\$181.34	\$1,995.74	(\$2.16)
Employee INPRS	\$0.00	\$3,107.70	\$33,971.08	\$3,107.70	\$33,971.08	\$0.00
Garnishments	\$0.00	\$160.34	\$1,738.57	\$160.34	\$1,738.57	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$3,702,420.87	\$340,247.39	\$3,035,563.60	\$545,486.62	\$2,609,079.11	\$3,275,936.38

Bank Balances
Jasper County Public Library
Report as of: 11/30/17

<i>Bank</i>		
1	Alliance Bank	\$1,264,114.52
2	Cash On Hand	\$270.00
3	IN-02-0225-0001 TrustIndiana	\$2,011,551.86
<i>Total all banks =</i>		<i>\$3,275,936.38</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD/ACCT #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Fund</u>	<u>Date Invested</u>	<u>Interest Earned</u>	<u>Comments</u>
	IN-02-0225-0001	TrustIndiana	N/A	\$2,000,000.00		Rainy Day	5/15/17	\$740.93	May-17
								\$1,545.65	Jun-17
								\$1,793.44	Jul-17
								\$1,848.93	Aug-17
								\$1,824.77	Sep-17
								\$1,908.76	Oct-17
								\$1,889.38	Nov-17

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:

\$11,551.86

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/17 To 11/30/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>1. Personal Services</i>								
1.11 SALARY OF LIBRARIAN	\$69,576.00	\$0.00	\$69,576.00	\$6,000.80	\$65,823.33	\$61,846.13	\$3,752.67	94.6
1.12 SALARY OF ASSISTANTS	\$1,081,147.00	\$0.00	\$1,081,147.00	\$89,785.54	\$973,915.99	\$971,338.06	\$107,231.01	90.1
1.13 WAGES OF JANITORS	\$90,743.00	\$0.00	\$90,743.00	\$6,841.55	\$73,624.62	\$72,544.88	\$17,118.38	81.1
1.21 EMPLOYER'S SHARE-FICA	\$94,972.00	\$0.00	\$94,972.00	\$7,611.20	\$82,481.51	\$82,004.69	\$12,490.49	86.8
1.22 UNEMPLOYMENT COMPENSATION	\$7,013.00	\$0.00	\$7,013.00	\$0.00	\$4,691.32	\$6,677.82	\$2,321.68	66.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,072.00	\$0.00	\$109,072.00	\$9,032.20	\$99,078.89	\$98,741.76	\$9,993.11	90.8
1.24 EMPLOYER'S CONTRIB.- INS.	\$150,836.00	\$0.00	\$150,836.00	\$10,134.55	\$112,580.22	\$113,317.28	\$38,255.78	74.6
Subtotal	\$1,603,359.00		\$1,603,359.00	\$129,405.84	\$1,412,195.88	\$1,406,470.62	\$191,163.12	88.1
<i>2. Supplies</i>								
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$227.53	\$0.00	\$372.47	37.9
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$585.14	\$6,123.61	\$6,538.47	\$2,376.39	72.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,500.00	\$0.00	\$6,500.00	\$775.42	\$6,151.53	\$5,148.69	\$348.47	94.6
2.23 OTHER OPERATING SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$34.44	\$3,593.44	\$3,981.02	\$4,406.56	44.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$47.60	\$176.49	\$251.78	\$823.51	17.6
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$190.68	\$622.88	\$265.77	(\$222.88)	155.7
2.33 REPAIR PARTS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$551.82	\$196.15	\$448.18	55.2
2.41 LIBRARY SUPPLIES	\$15,500.00	\$0.00	\$15,500.00	\$303.76	\$15,697.68	\$12,262.28	(\$197.68)	101.3

1539

1535

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$32.88	\$50.00	0.0
Subtotal	\$42,050.00		\$42,050.00	\$1,937.04	\$33,144.98	\$28,677.04	\$8,905.02	78.8
<i>3. Other Services and Charges</i>								
3.13 LEGAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$5,598.20	\$2,522.75	\$1,901.80	74.6
3.14 OTHER PROFESSIONAL SERVICES	\$26,564.00	\$0.00	\$26,564.00	\$1,699.29	\$7,848.51	\$6,789.77	\$18,715.49	29.5
3.145 DATABASES & LICENSING SERVICES	\$25,427.00	\$0.00	\$25,427.00	\$0.00	\$25,712.60	\$22,755.02	(\$285.60)	101.1
3.146 E-BOOKS SERVICES	\$16,600.00	\$0.00	\$16,600.00	\$0.00	\$26,500.00	\$18,500.00	(\$9,900.00)	159.6
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$332.39	\$6,549.53	\$5,367.63	(\$2,749.53)	172.4
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$226.70	\$1,697.70	\$1,753.32	\$1,302.30	56.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$2,410.93	\$14,559.53	\$17,017.45	\$5,440.47	72.8
3.24 PROFESSIONAL MEETINGS	\$8,500.00	\$0.00	\$8,500.00	\$296.73	\$6,705.99	\$9,032.25	\$1,794.01	78.9
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$82.58	\$1,135.58	\$1,265.14	\$864.42	56.8
3.26 NETWORKING	\$76,620.00	\$0.00	\$76,620.00	\$977.43	\$2,598.93	\$6,788.68	\$74,021.07	3.4
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$580.09	\$173.90	\$19.91	96.7
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,818.48	\$1,800.00	(\$18.48)	101.0
3.41 OFFICIAL BONDS	\$300.00	\$0.00	\$300.00	\$0.00	\$212.00	\$362.00	\$88.00	70.7
3.42 OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$27,866.00	\$25,314.00	(\$866.00)	103.2
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$941.78	\$18,027.47	\$12,125.61	\$26,972.53	40.1
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$8,487.99	\$91,075.31	\$85,570.67	\$8,924.69	91.1
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$232.25	\$2,865.53	\$3,142.80	\$1,134.47	71.6
3.54 WASTE DISPOSAL SERVICES	\$7,500.00	\$0.00	\$7,500.00	\$604.13	\$6,674.16	\$6,481.18	\$825.84	89.0
3.61 BUILDING & STRUCTURES	\$117,170.00	\$0.00	\$117,170.00	\$7,307.46	\$56,143.39	\$58,607.44	\$61,026.61	47.9
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$237.01	\$2,265.15	\$2,762.99	7.9
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$276.45	\$268.45	\$23.55	92.2
3.91 DUES	\$2,200.00	\$0.00	\$2,200.00	\$36.00	\$614.00	\$618.00	\$1,586.00	27.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$264.00	\$904.08	(\$14.00)	105.6
3.94 TRANSFER TO LIRF	\$75,822.00	\$0.00	\$75,822.00	\$0.00	\$0.00	\$0.00	\$75,822.00	0.0
3.95 BOOK REIMBURSEMENT	\$200.00	\$0.00	\$200.00	\$0.00	\$90.35	\$95.20	\$109.65	45.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$114,233.00	\$0.00	\$114,233.00	\$4,227.79	\$102,483.65	\$106,820.09	\$11,749.35	89.7
Subtotal	\$689,506.00		\$689,506.00	\$27,875.40	\$408,134.46	\$396,340.58	\$281,371.54	59.2
<i>4. Capital Outlays</i>								
4.4 FURNITURE & EQUIPMENT	\$82,624.00	\$0.00	\$82,624.00	\$4,741.24	\$11,812.16	\$33,770.74	\$70,811.84	14.3
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	(\$107.50)	0.0
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$7,195.96	\$101,383.05	\$129,299.60	\$58,616.95	63.4
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$20,740.68	\$20,135.27	\$4,259.32	83.0
4.53 NONPRINTED MATERIALS	\$60,000.00	\$0.00	\$60,000.00	\$3,724.58	\$45,763.26	\$43,555.92	\$14,236.74	76.3
Subtotal	\$327,624.00		\$327,624.00	\$15,661.78	\$179,806.65	\$226,869.03	\$147,817.35	54.9
Grand Total	\$2,662,539.00	\$0.00	\$2,662,539.00	\$174,880.06	\$2,033,281.97	\$2,058,357.27	\$629,257.03	76.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 11/1/17 To 11/30/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
3. Other Services and Charges								
3.13 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$958.13	\$8,744.68	\$0.00	(\$8,744.68)	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$260.00	\$3,111.00	\$0.00	\$1,889.00	62.2
Subtotal	\$5,000.00		\$5,000.00	\$1,218.13	\$11,855.68	\$0.00	(\$6,855.68)	237.1
4. Capital Outlays								
4.1 LAND	\$0.00	\$229,000.00	\$229,000.00	\$132,020.41	\$257,549.13	\$0.00	(\$28,549.13)	112.5
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$51,195.00	\$0.00	\$51,195.00	\$0.00	\$0.00	\$0.00	\$51,195.00	0.0
4.4 FURNITURE & EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$14,375.00	\$0.00	(\$14,375.00)	0.0
Subtotal	\$51,195.00	\$229,000.00	\$280,195.00	\$132,020.41	\$271,924.13	\$0.00	\$8,270.87	97.0
Grand Total	\$56,195.00	\$229,000.00	\$285,195.00	\$133,238.54	\$283,779.81	\$0.00	\$1,415.19	99.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F-3d

Appropriation Report for **155 STATE TECHN.FUND GRANT**

Jasper County Public Library

Report Date: From 11/1/17 To 11/30/17

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>								
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$950.07	\$16,333.34	\$7,264.32	(\$16,333.34)	0.0
Subtotal	\$0.00		\$0.00	\$950.07	\$16,333.34	\$7,264.32	(\$16,333.34)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$950.07	\$16,333.34	\$7,264.32	(\$16,333.34)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F32

Voucher List
Jasper County Public Library

Report Date: From 11/1/17 To 11/30/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	849	PAYROLL	11/10/17	PAYROLL	\$53,208.09
35775	850	AARON'S LAWN CARE	11/13/17	Mowing and edging	\$975.00
35776	851	ACE HARDWARE	11/13/17	DEM: Cleaner for cement pillars, paint & painting supplies for foyer, replace smoke alarms	\$231.65
0	852	ALLIANCE BANK	11/13/17	Direct Deposit Fees October 2017	\$37.00
35778	853	ANTHEM BLUE CROSS BLUE	11/13/17	Health Insurance premiums- November 2017	\$12,251.16
35779	854	ANTHEM LIFE	11/13/17	Life Insurance premiums- November 2017	\$98.28
35780	855	Ball State University, Office of th	11/13/17	Rens: Lost or damaged SRCS #44992 "I, Red Skeleton: exit laughing, or, A man, his movies, and sometimes his monkeys"	\$22.95
35781	856	BLUETARP FINANCIAL, INC	11/13/17	Light pole numbers, Wiring supplies	\$54.06
35782	857	BUSINESS CARD	11/13/17	Background checks for new janitor & new youth services specialist @ Dem, Copyright Basics for Cultural Heritage Collections Seminar, Reference Counterparts, Adult programs supplies, Teen Read week prize, Books 2 Bridges	\$584.97
35783	858	CARDINAL OFFICE PRODUCT	11/13/17	DeMotte Staff Copier Maintenance 7/21/17-10/21/17	\$773.45
35784	859	CENTURYLINK	11/13/17	Rn: Local Phone Service & Fax November 2017	\$133.36
35785	860	CENTURYLINK	11/13/17	Long distance phone service- October 2017	\$18.58
35786	861	COMMONWEALTH TECHNOLO	11/13/17	Rens: staff copier quarterly service agreement; Wh: staff copier quarterly service agreement	\$983.33
35787	862	CULLIGAN WATER CONDITIO	11/13/17	Wh: Water Cooler Rental-October 2017	\$11.95
35788	863	DEBORAH KRISTOFF	11/13/17	Mileage 10/12 - 11/1/17: Management Mtg, Transport, Reference Counterparts, Branch Management Counterparts	\$130.54
35789	864	DELTA DENTAL	11/13/17	Dental Insurance premiums- November 2017	\$534.78
35790	865	DEMCO	11/13/17	Steel Shelves and Shelving End Panels	\$3,427.36
35791	866	DEMOTTE CHRISTIAN SCHOO	11/13/17	2016-2017 DMC Yearbook	\$27.00
35792	867	DONNA BARKO	11/13/17	Mileage 10/12-11/02/17: Bank deposits, Post Office, transport, new employee orientation, Staff Schedule Meeting with D. Kristoff	\$49.92
35793	868	EDWARD P. DUMAS	11/13/17	Legal Assistance: Real Estate Purchase	\$958.13
35794	869	ENA SERVICES LLC	11/13/17	Internet service for October 2017	\$1,927.50
35795	870	FINDAWAY WORLD, LLC	11/13/17	Playaway Views	\$419.96
35796	871	HAMSTRA BUILDERS, INC.	11/13/17	Dm: Dug up water mains and sewer cap and removed 2 Buffalo Box's for Town	\$3,420.00
35797	872	HP Products	11/13/17	Kitchen Towels, Toilet Paper, Spectrum cleaner, Mop, Bathroom towels, Stride Cleaner	\$748.96
35798	873	ICC Business Products	11/13/17	Chairmat, Bic Ball point pens, Tape Dispenser	\$41.09
35799	874	INDIANA LIBRARY FEDERATIO	11/13/17	ILF Annual Conference: Rachel Kuhn	\$110.00
35800	875	INDIANA WASTE SERVICE	11/13/17	DeM: Trash Pick-up, November 2017	\$91.55
35801	876	JANICE WILMA	11/13/17	Mileage: AV shopping, Management Meeting, Tech Meeting, Counterparts, Scholastic Book Sale, Quantum Meeting, CYPD	\$307.09
35802	877	JIM GILL	11/13/17	Family Concert Nov. 18, 2018	\$1,450.00
35803	878	Krooswyk Plumbing, Heating &	11/13/17	Dem: Boiler Backflow Replacement & Testing	\$524.44
35804	879	KONE, INC.	11/13/17	DeM: Elevator maintenance agreement 10/1/17-12/31/17, Clean Elevator Door Photo Eyes, 10/6/17	\$2,726.86
35805	880	LA PORTE COUNTY PUBLIC LI	11/13/17	Ren: Lost 'Ill #43463 "Family Affair: Treachery, Greed, and Betrayal in the Chicago Mafia	\$9.99
35806	881	MIDWEST TAPE	11/13/17	DVDs	\$46.98
35807	882	MOVIETyme VIDEO PRODUCT	11/13/17	Audio Cassette Conversion, Reet-to-reel Audio Tape Conversion	\$207.00
35808	883	NIPSCO	11/13/17	DeM & Wh: Gas & electric service	\$5,586.64

F4b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35809	884	NITCO	11/13/17	DeM: Local Phone & Fax Service November 2017	\$170.92
35810	885	PATTY STRINGFELLOW	11/13/17	Mileage 10/5 - 10/23/17: ILF Fall Forum, Drop off tapes to Movietyme, NWI Directors Mtg, Demotte Branch Visits	\$185.11
35811	886	POSTMASTER	11/13/17	Stamps	\$189.00
35812	887	QUILL CORPORATION	11/13/17	3 Hole punch, Ruled Pads, 8 Tab Dividers, Colored Pencils, Double caoted tape, Hole reinforcements, Correction Tape, File folder labels, glue sticks, jumbo craft sticks, black wiggle eyes, sticky notes	\$114.61
35813	888	RAYANN GILMORE	11/13/17	Rens. Petty Cash: postage, parking - AVC meeting, Lunch - Indiana Humanities Workshop	\$54.70
35814	889	RENSSELAER ROTARY CLUB	11/13/17	September & October 2017 dues & meals	\$57.00
35815	890	RACHAEL CAVINDER	11/13/17	Mileage 8/21 - 10/19/17: Carpool for 10 day challenge meeting, Management Meeting, Children's Counterparts	\$66.34
35816	891	REPUBLIC SERVICES #715	11/13/17	Wh: Trash Service- November 2017	\$100.69
35817	892	WAL-MART COMMUNITY/SYN	11/13/17	Children's supplies, Continuations, DVDs, After School Program Supplies, Anime Program Supplies, Volunteer wipes	\$167.82
35818	893	ROEING CORPORATION	11/13/17	Dell Color Laser Printer	\$215.00
35819	894	TODAY'S BUSINESS Solutio	11/13/17	PrinterON service plan	\$1,485.00
35820	895	TRUGREEN PROCESSING CE	11/13/17	Wh: Lawn fertilization	\$91.00
35821	896	UNIQUE MANAGEMENT SERVI	11/13/17	Collections: Initial/Secondary Placements- October 2017	\$80.55
35822	897	VISION SERVICE PLAN	11/13/17	Vision Insurance Premiums- November 2017	\$214.74
35823	898	WAYFAIR	11/13/17	2 Benchcraft Armchairs	\$630.37
35824	899	YVONNE DEL VECCHIO	11/13/17	Mileage 9/6-10/26/17: Walking Books, Book Club, Community Connections	\$44.94
0	900	BILL HROMADA	11/10/17	Courier Mileage, 10/16/17 - 10/20/17 (Conf #597)	\$165.85
0	901	CHRISTINA SANDERS	11/10/17	Courier Mileage 10/24-10/31/17 (Conf. #599)	\$199.02
0	902	GREAT-WEST RETIREMENT S	11/10/17	Annuity Withheld 11/10/17 payroll (Conf. #601)	\$1,145.00
0	903	INDIANA CHILD SUPPORT BU	11/10/17	Child Support Garnishment: Andrea Prescaro 11/10/2017 Payroll (Payment #1890320171108162023)	\$80.17
0	904	INDIANA DEPARTMENT OF RE	11/10/17	EFT-State & County Taxes w/held October 2017 Payrolls (Ref #84336)	\$5,802.22
0	905	INPRS fbo PERF	11/10/17	11/10/17 Payroll Contributions	\$6,270.17
0	906	IRS USA TAXPAYMENT	11/10/17	EFT-FICA & Federal Taxes w/held 11/10/17 (Ref #93961459)	\$12,163.97
0	907	TOWN OF DEMOTTE	11/10/17	DeM: Sewer & Water- October 2017 (conf# 598)	\$167.64
0	908	TOWN OF WHEATFIELD	11/10/17	Wh: Sewer- November 2017 (conf# 600)	\$56.65
35825	909	ANDREA PRESCARO	11/13/17	8/2 - 11/8/17 Mileage: Walking Books	\$18.73
35826	910	BAKER & TAYLOR	11/13/17	Books, Continuations, AV, Auto. Yours	\$7,834.63
35827	911	DEMCO	11/13/17	Labels, Bookmarks, Drawstring bags, Book Pockets, Titan Black Book supports	\$187.04
35828	912	EVELYN BRISTOL	11/13/17	Mileage 4/5-11/3/17: Branch Counterparts, Marketing Event, Management, Database Meeting, TS Meeting, Indiana Humanities/Grant Conference, Walking books, Transport, Reference Counterparts, Positivity Meeting, LC Meeting	\$758.10
35829	913	MELISSA J. WIDNER	11/13/17	Mileage 11/6/17: Copyright Conference	\$113.42
35830	914	MOTION PICTURE LICENSING	11/13/17	License Certificate - Wheatfield Lib (1/3/2018 - 1/3/2019)	\$109.65
35831	915	Muncie Public Library	11/13/17	SRCS #42836 Lost book: Exit Strategy	\$6.99
35832	916	OFFICE DEPOT	11/13/17	Ruler, Clip binders, Copy paper, Protecto film, Sign Holder, Black Frame, Desk Pad, Rubberbands, Tape, Sticky notes, Construction Paper, Blue Cardstock	\$590.18
35833	917	S & S WORLDWIDE, INC	11/13/17	Teacher Tote-all, Teacher All Apron	\$126.36
35834	918	WARSAW COMMUNITY PUBLI	11/13/17	Book Lost: SRCS #42838 Made to be broken	\$6.99
35835	919	BAKER & TAYLOR ENTERTAIN	11/13/17	DVDs, CDs	\$2,563.78
0	920	PAYROLL	11/24/17	PAYROLL	\$49,419.80
0	921	AFLAC	11/24/17	Supplemental Insurance November 2017 (Conf #604)	\$701.88
0	922	CENTURYLINK	11/24/17	WH: Local Phone Service November 2017 (Conf # 603)	\$9.53

F4c

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	923	CHRISTINA SANDERS	11/24/17	Courier Mileage 11/1-11/15/17 (Conf. #605)	\$364.87
0	924	CITY OF RENSSELAER	11/24/17	RENS: Utilities 10/10/17-11/08/17 (Conf. #606)	\$4,262.98
0	925	GREAT-WEST RETIREMENT S	11/24/17	Annuity Withheld 11/24/17 payroll (Conf. #608)	\$1,145.00
0	926	INPRS fbo PERF	11/24/17	11/24/17 Payroll Contributions	\$5,869.73
0	927	INDIANA CHILD SUPPORT BU	11/24/17	Child Support Garnishment: Andrea Prescaro 11/24/2017 Payroll (Payment #1890320171122122605)	\$80.17
0	928	IRS USA TAXPAYMENT	11/24/17	EFT-FICA & Federal Taxes w/held 11/24/17 (Ref #72659947)	\$11,212.15
0	929	SPRINT	11/24/17	Hotspot Data Service October 12 - November 15, 2017 (Conf #607)	\$419.88
0	930	JASPER COUNTY ABSTRACT	11/14/17	Purchase of Hubers property located at 200 10th Street SW, DeMotte, Indiana, 46310; Title Company Fees	\$132,260.41
0	931	ALLIANCE BANK	11/14/17	Wire Transfer Fee	\$20.00
0	932	SPARKPAY	11/30/17	Merchant Processing Fees- November 2017	\$18.74
0	933	ANTHEM LIFE	11/13/17	Life Insurance premiums- December 2017(confirmation# 602)	\$98.28
Total Amount of Claims					\$340,247.39

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, December 07, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$340,247.39

Date this 11th day of December, 20 17.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 2017

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,306.09	\$25,004.59
DeMotte	\$730.39	\$8,334.51		
Rensselaer	\$954.13	\$9,860.05		
Wheatfield	\$621.57	\$6,810.03		
PHOTOCOPIES:			\$667.82	\$9,147.80
DeMotte	\$258.60	\$3,294.49		
Rensselaer	\$287.97	\$4,080.16		
Wheatfield	\$121.25	\$1,773.15		
INTEREST (Checking, Repurchase, CDs):.....			\$50.62	\$565.84
TAXES:			\$434,571.71	\$1,947,992.13
Property Tax	\$353,772.13	\$999,631.93		
LOIT	\$17,903.58	\$196,939.38		
License Excise Tax	\$0.00	\$51,820.11		
Financial Institution Tax	\$0.00	\$1,488.12		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,256.59		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
LIT Certified Shares	\$62,896.00	\$691,856.00		
TAXABLE SALES:-.....			\$1.27	\$52.83
REFUNDS:			\$400.00	\$30,369.75
Rebates/Refund	\$0.00	\$5.21		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$400.00	\$2,350.00		
Reimbursement	\$0.00	\$1,241.94		
Fixed Asset Sales	\$0.00	\$75.00		
Miscellaneous Receipts	\$0.00	(\$94.40)		
Interfund Transfer	\$0.00	\$26,792.00		
TOTAL OPERATING FUND RECEIPTS.....			\$437,997.51	\$2,013,132.94
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$917.00	\$12,358.90
DeMotte	\$500.00	\$3,626.98		
Rensselaer	\$275.00	\$4,782.95		
Wheatfield	\$142.00	\$3,948.97		
LIB. IMPROV. RESERVE FUND:			\$14.92	\$166.52
Interest Earned	\$14.92	\$166.52		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$73,424.42	\$217,937.48
Property Tax	\$73,424.42	\$207,470.80		
License Excise Tax	\$0.00	\$9,105.78		
Financial Institution Tax	\$0.00	\$261.49		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,099.41		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$1,922.07	\$12,788.96
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$0.00		
Interest Earned	\$1,922.07	\$12,788.96		
Interfund Transfer	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$16,333.34
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$28.09	\$190.51
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$514,304.01	\$2,272,908.65

F5b

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,153.72	\$86,919.35
FICA Collected	\$7,611.20	\$82,481.51
State Tax Collected	\$3,444.30	\$37,488.45
County Tax Collected	\$2,665.73	\$28,732.61
Deferred Comp Plan	\$2,290.00	\$23,220.00
Pre-tax Insurance Plans	\$3,568.28	\$39,623.15
Life Insurance	\$181.34	\$1,995.74
INPRS	\$3,107.70	\$33,971.08
Garnishments	\$160.34	\$1,738.57
Credit Union	\$0.00	\$0.00

\$31,182.61

\$336,170.46

TOTAL RECEIPTS - ALL FUNDS.....

\$545,486.62

\$2,609,079.11

Flea

Voucher List

Jasper County Public Library

Report Date: From 12/1/17 To 12/11/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35836	934	AARON'S LAWN CARE	12/11/17	Mowing, leaf cleanup, mow retention pond	\$360.00
0	935	PAYROLL	12/8/17	PAYROLL	\$51,176.33
35837	936	ACE HARDWARE	12/11/17	Tarps, nuts/bolts/nails	\$10.42
0	937	ALLIANCE BANK	12/11/17	Direct Deposit Fees November 2017	\$36.80
35838	938	AMERICAN LIBRARY ASSOCIA	12/11/17	Bookmarks	\$36.00
35839	939	ANTHEM BLUE CROSS BLUE	12/11/17	Health Insurance premiums- December 2017	\$12,251.16
35840	940	AWE ACQUISITION, INC	12/11/17	Early literacy station, enhanced support stand	\$2,645.50
35841	941	BLUETARP FINANCIAL, INC	12/11/17	Crown moulding, tri-flow, duplex recep., outlet, switch box, stain	\$159.95
35842	942	CENTURYLINK	12/11/17	Long distance phone service- November 2017	\$19.19
35843	943	COLIN C. HAYES	12/11/17	Patron reimbursement for overpayment.	\$12.50
35844	944	CULLIGAN WATER CONDITIO	12/11/17	Wh: Water Cooler Rental-December 2017, 5-gallon drinking water- 8	\$71.95
35845	945	D & S COMPUTER SERVICES	12/11/17	Hosting 4th quarter 2017	\$120.00
35846	946	DELTA DENTAL	12/11/17	Dental Insurance premiums- December 2017	\$534.78
35847	947	EBS IRRIGATION, INC	12/11/17	Wh: Irrigation system repair, winterization of irrigation system	\$325.00
35848	948	EDWARD P. DUMAS	12/11/17	Legal Assistance: Real Estate Purchase	\$300.00
35849	949	ENA SERVICES LLC	12/11/17	Internet service for November 2017	\$1,927.50
35850	950	ENGAGED PATRONS.ORG	12/11/17	Events Page Hosting Service 1/1/18-12/31/18	\$229.00
35851	951	INDIANA LIBRARY FEDERATIO	12/11/17	2018 Library Membership	\$1,350.98
35852	952	JANICE WILMA	12/11/17	Mileage 9/9-11/16/17: Staff Development Day, Management meeting; Replacement fee for lost Book Kit book	\$84.55
35853	953	LINDA POORTENGA	12/11/17	Mileage 10/20-11/17/17: B2B meetings, Chamber meeting, Management meeting	\$95.77
35854	954	NIPSCO	12/11/17	Gas & electric service	\$5,625.88
35855	955	NITCO	12/11/17	DeM: Local Phone & Fax Service December 2017	\$168.16
35856	956	PATTY STRINGFELLOW	12/11/17	Mileage 11/15-11/29/17: Check on & secure newly purchased house, Management meeting, Supervise salvage at DeVries property, Branch Visit, AVC User Group meeting	\$193.67
35857	957	PRECISION CONTROL SYSTE	12/11/17	DeM: Change out O. A. actuator, reset up linkage, hot water circ pump seal leaking, drained pump, had pump rebuilt, reinstalled; Boiler #1, removed old flow switch & installed new one; material used while performing contract maintenance; Rens: multiple zones overheating, adjusted valve offset on VAV's 21, 13, 22, 26, & 25, verified valves fully closed; material used while performing contract maintenance; 3rd installment for routine maintenance in 2013 & 2014 at DeM & Rens	\$7,800.56
35858	958	RACHEL KUHN	12/11/17	Mileage 11/15-12/1/17: ILF Conference, Covered for DeMotte's Christmas Party	\$139.64
35859	959	REBECCA AMALONG	12/11/17	Mileage 5/11-10/18/17: Management meeting, Librarian's Council meeting	\$36.92
35860	960	RENSSELAER LAUNDRY ROO	12/11/17	Laundry	\$36.00
35861	961	REPUBLIC SERVICES #715	12/11/17	Wh: Trash Service- December 2017	\$100.69
35862	962	RMC IMAGING, INC	12/11/17	ST Viewscan 4 Digital Reader Printer, OCR Software, Rotating Monitor, Viewscan Annual Hardware & Software Support Viewscan III Digital Reader Printer	\$9,242.00
35863	963	STAPLES CREDIT PLAN	12/11/17	Scissors, electric stapler, floor mats, wire mesh stackable trays	\$225.62
35864	964	STERLING COMPUTERS	12/11/17	9 Optiplex 7050 MT XCTO's, 5 Dell 22 Monitors, 5 USB Monitor Soundbars	\$10,224.50
35865	965	TECH SMITH	12/11/17	Camtasia Electronic	\$179.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35866	966	THE LIBRARY STORE, INC	12/11/17	READ bookends	\$57.84
35867	967	TRUGREEN PROCESSING CE	12/11/17	Rens: Tree & shrub service	\$89.00
35868	968	UNIQUE MANAGEMENT SERVI	12/11/17	Collections: Initial/Secondary Placements- November 2017	\$98.45
35869	969	VISION SERVICE PLAN	12/11/17	Vision Insurance Premiums- December 2017	\$214.74
0	970	CHRISTINA SANDERS	12/8/17	Courier Mileage 11/16-11/30/17 (Conf. #609)	\$331.70
0	971	GREAT-WEST RETIREMENT S	12/8/17	Annuity Withheld 12/08/17 payroll (Conf. #613)	\$1,145.00
0	972	INDIANA CHILD SUPPORT BU	12/8/17	Child Support Garnishment: Andrea Prescaro 12/08/2017 Payroll (Payment #1890320171207154044)	\$80.17
0	973	INDIANA DEPARTMENT OF RE	12/8/17	EFT-State & County Taxes w/held November 2017 Payrolls (Ref #74917)	\$6,110.03
0	974	INPRS fbo PERF	12/8/17	12/08/17 Payroll Contributions	\$6,177.86
0	975	IRS USA TAXPAYMENT	12/8/17	EFT-FICA & Federal Taxes w/held 12/08/17 (Ref #34981539)	\$11,678.61
0	976	TOWN OF DEMOTTE	12/8/17	DeM: Sewer & Water- November 2017 (conf# 610)	\$167.64
0	977	TOWN OF DEMOTTE	12/8/17	DeM House, 200 10th St SW: Water & Sewer Service- Novmeber 2017 (Conf. #612)	\$37.02
0	978	TOWN OF WHEATFIELD	12/8/17	Wh: Sewer- December 2017 (conf# 611)	\$56.65
35870	979	BAKER & TAYLOR	12/11/17	Books, Continuations, AV, Auto. Yours	\$5,744.21
35871	980	BAKER & TAYLOR ENTERTAIN	12/11/17	DVDs, CDs	\$1,181.67
35872	981	BUSINESS CARD	12/11/17	TLCU Conference expenses, hand trucks, ozobot, instant canopy, vacuum bags, dispenser keys, children's supplies, continuations, Christmas Fun Day program supplies, cupcake decorating program supplies, B2B expenses, Management meeting expenses, program refreshments, Staff Christmas party expenses, 3Doodler filament, AVC meeting parking, postage, facebook advertising	\$3,701.83
35873	982	CONSOLIDATED INSURANCE	12/11/17	Worker's Compensation Audit of 4/16/16-4/16/17, additional premium due; Property Insurance 200 - 10th St DeM	\$568.00
35874	983	FINDAWAY WORLD, LLC	12/11/17	Playaway Launchpads	\$1,359.90
35875	984	GREY HOUSE PUBLISHING	12/11/17	Continuations	\$252.50
35876	985	INDIANA GROCERY GROUP, L	12/11/17	Hero Tree program snacks, Cookie decorating program supplies	\$17.12
35877	986	KAPCO	12/11/17	polyester repair tape, book repair DVD, book cover, magazine reinforcements, glue, poly covers	\$451.11
35878	987	KIRBY RISK CORPORATION	12/11/17	Light bulbs, ballasts	\$967.48
35879	988	KV POST NEWS	12/11/17	DeM: Newspaper subscription Acct# 0045635	\$63.00
35880	989	LAURA F. KEYES	12/11/17	Program presenter	\$460.00
35881	990	MIDWEST TAPE	12/11/17	DVDs	\$343.30
35882	991	OFFICE DEPOT	12/11/17	Hand soap, kleenex, microfiber cloths	\$194.66
35883	992	PROQUEST LLC	12/11/17	Microfilming Contract	\$271.21
35884	993	QUILL CORPORATION	12/11/17	Clorox wipes, latex gloves, lysol spray, swiffer duster refills, bleach, glass cleaner	\$98.24
35885	994	TRUGREEN PROCESSING CE	12/11/17	Rens: Tree & shrub treatment	\$89.00
35886	995	WAL-MART COMMUNITY/SYN	12/11/17	Cleaning supplies, program refreshments, DVDs, Pallet painting program supplies, Trivia Night program supplies, Halloween program treats	\$304.89
35887	996	DANIEL VAN BLAIRCOM	12/11/17	Mileage 7/11-11/27/17: pickup maintenance supplies, recycling	\$23.17
35888	997	INDIANA WASTE SERVICE	12/11/17	DeM: Trash Pick-up, December 2017	\$91.55
35889	998	LEGAL DIRECTORIES PUBLIS	12/11/17	Continuations	\$69.75
35890	999	MELISSA J. WIDNER	12/11/17	Stocking stuffer program supplies	\$3.99
35891	1000	PEGGY MICHELIN	12/11/17	Mileage 10/6-12/7/17: AV shopping, supply pickup, Post Office	\$14.45
35892	1001	STANLEY STEEMER	12/11/17	Carpet & upholstery cleaning	\$986.60

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$149,222.36

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 11, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$149,222.36

Date this 11th day of December, 20 17.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Wednesday, December 27, 2017; 8:30am
Rensselaer Library Meeting Room

Purpose

Opening of Meeting	Moment of Silence
Bills to be Allowed	Action
Transfers of Funds	Action
Resolution to Reduce 2017 Budget	Action
Public Forum	
Adjournment	

Voucher List

Jasper County Public Library

Report Date: From 12/22/17 To 12/27/17

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1002	PAYROLL	12/22/17	PAYROLL	\$51,609.16
0	1003	AFLAC	12/22/17	Supplemental Insurance December 2017 (Conf #616)	\$701.88
0	1004	ANTHEM LIFE	12/22/17	Life Insurance premiums- Amount not paid from 2013 (confirmation# 614)	\$10.80
0	1005	CENTURYLINK	12/22/17	WH: Local Phone Service December 2017 (Conf # 67)	\$58.63
0	1006	CHRISTINA SANDERS	12/22/17	Courier Mileage 12/1/16-12/15/17 (Conf. #615)	\$364.87
0	1007	CITY OF RENSSELAER	12/22/17	RENS: Utilities 11/08/17-12/07/17 (Conf. #618)	\$3,327.23
0	1008	GREAT-WEST RETIREMENT S	12/22/17	Annuity Withheld 12/22/17 payroll (Conf. #620)	\$1,145.00
0	1009	INDIANA CHILD SUPPORT BU	12/22/17	Child Support Garnishment: Andrea Prescaro 12/22/2017 Payroll (Payment #1890320171221150928)	\$80.17
0	1010	INPRS fbo PERF	12/22/17	12/22/17 Payroll Contributions	\$6,197.97
0	1011	IRS USA TAXPAYMENT	12/22/17	EFT-FICA & Federal Taxes w/held 12/22/17 (Ref #12467357)	\$11,734.53
0	1012	SPRINT	12/22/17	Hotspot Data Service November 12 - December 11, 2017, purchase of 24 hotspots (Conf #619)	\$1,387.74
35893	1013	ANDREA PRESCARO	12/27/17	Mileage 12/6-12/20/17: Walking Books, cover Wheatfield's holiday party	\$29.43
35894	1014	BAKER & TAYLOR	12/27/17	Books, Continuations, AV, Auto. Yours	\$3,063.54
35895	1015	BAKER & TAYLOR ENTERTAIN	12/27/17	AV	\$827.95
35896	1016	BRODART CO.	12/27/17	Shelving	\$980.02
35897	1017	DEBORAH KRISTOFF	12/27/17	Mileage 11/16-12/15/17: Management Meeting, Rensselaer Christmas Party, Wheatfield Christmas Party, Yearly Evaluation	\$74.90
35898	1018	DELL MARKETING L.P.	12/27/17	Toner	\$133.94
35899	1019	DEMCO	12/27/17	Read With Your Baby drawstring bags, labels, polyfit, book pockets	\$869.92
35900	1020	DONNA BARKO	12/27/17	Mileage 11/6-12/21/17: Bank deposits, Post Office, New Employee Orientation, AVC meeting	\$44.51
35901	1021	GRAINGER	12/27/17	Fluorescent bulbs, retrofit bottle filling station kit	\$1,049.27
35902	1022	HELLO DIRECT, INC.	12/27/17	Wireless phone headset	\$348.61
35903	1023	ICC Business Products	12/27/17	Recycling center, chair mats	\$204.52
35904	1024	JEFF GASTINEAU	12/27/17	Santa program presenter	\$50.00
35905	1025	KAPCO	12/27/17	Polyester corners	\$7.80
35906	1026	KIM DELGER	12/27/17	Mileage 11/30/17: 10 Day Challenge meeting	\$23.54
35907	1027	Krooswyk Plumbing, Heating &	12/27/17	DeM: Install 2 Elkay drinking fountains, one dual & one standard. Bottle fill stations on both	\$4,016.26
35908	1028	LINDA POORTENGA	12/27/17	Mileage 12/15/17: B2B	\$51.36
35909	1029	NICKOLE HACHLICA	12/27/17	Mileage 12/8/17: Rensselaer Christmas Party	\$23.54
35910	1030	OFFICE DEPOT	12/27/17	Labels, copy paper, contact paper, projector, binder, DVD-R discs	\$634.61
35911	1031	PRECISION CONTROL SYSTE	12/27/17	DeM: No heat, drive not running, troubleshoot controls, problem with terminal #9, moved to open terminal #11	\$399.00
35912	1032	QUILL CORPORATION	12/27/17	Flash drives, calendar, Clorox wipes, comb binding machine, envelopes, back cushion, name tag, paper punches	\$275.16
35913	1033	RACHAEL CAVINDER	12/27/17	Mileage 11/17-12/1/17: Preschool Visits, 10 Day Challenge Meeting, DeMotte Holiday Party	\$20.33
35914	1034	RAYANN GILMORE	12/27/17	Mileage 7/9-11/3/17: Supply pickup, laundry, transport, Legislative Fall Forum, pickup Haileck tapes, Bookkeeping Workshop, bank deposit	\$195.17
35915	1035	ROEING CORPORATION	12/27/17	Verbatim DVD-Rs archival grade, switch, travel case, 64GB microSDXC, 128 GB microSDXC	\$2,726.00
35916	1036	ROEING CORPORATION	12/27/17	Liebert PSI 1000VA line-interactive rack/tower UPS, EOAforExchangeOnline- OpenGov licenses	\$2,105.00

F76

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35917	1037	SHEILA MAXWELL	12/27/17	Mileage 9/6-12/19/17: Management Meeting, Branch Visits; Facebook advertising	\$221.86
35918	1038	TRUGREEN PROCESSING CE	12/27/17	Ice Melt	\$224.40
35919	1039	WAL-MART COMMUNITY/SYN	12/27/17	Teen Christmas program expenses, DVDs, CDs, Laura Ingalls program expenses, Cupcake Decorating program supplies, Children's Christmas program expenses, children's supplies, hotspot charger cable, program refreshments, Stocking Stuffer program supplies	\$389.84
35920	1040	YVONNE DEL VECCHIO	12/27/17	Mileage 11/1-12/20/17: Walking Books, Book Club, deliver newsletters	\$39.80
35883	1041	PROQUEST LLC	12/27/17	Void voucher #992, check #35883.	(\$271.21)
0	1042	JASPER COUNTY PUBLIC LIB	12/27/17	Funds transferred from Operating into LIRF per Board resolution (12/11/17)	\$50,000.00
0	1043	JASPER COUNTY PUBLIC LIB	12/27/17	Funds transferred from Insurance Settlement Fund into Rainy Day Fund per Board resolution (12/11/17)	\$12,908.92
35921	1044	DANIEL VAN BLAIRCOM	12/27/17	Mileage 11/27-12/21/17: pickup maintenance supplies, recycling	\$4.23
35922	1045	DEMCO	12/27/17	Sidewalk sign, sliding dividers, cork base book supports, labels, hinge repair tape, laminate, disc buffing cloths, fastape, subject classification labels	\$4,666.24
35923	1046	PROQUEST LLC	12/27/17	KV Post News microfilm	\$416.76
Total Amount of Claims					\$163,373.20

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 26, 2017

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$163,373.20

Date this 27th day of December, 2017.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

December 27, 2017

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	<u>Added Amount</u> <u>Appropriated</u>		<u>Amount</u> <u>Reduced</u>
1.11 Salary of Librarian	\$ 2,248.13	1.12 Salary of Assistants	\$ 2,248.13
2.21 Cleaning & Sanitation Supplies	\$ 6.29	2.23 Other Operating Supplies	\$ 2,348.04
2.32 Paint & Painting Supplies	\$ 222.88		
2.41 Library Supplies	\$ 2,118.87		
3.145 Databases & Licensing Services	\$ 939.60	3.14 Other Professional Services	\$ 15,316.68
3.146 E-books Services	\$ 9,900.00		
3.21 Telephone	\$ 2,995.51		
3.31 Advertising & Public Notices	\$ 15.09		
3.33 Marketing Advertising	\$ 18.48		
3.42 Other Insurance	\$ 1,434.00		
3.93 Taxes & Assessments	\$ 14.00		
4.5 Other Capital Outlays	\$ 107.50	4.51 Books	\$ 107.50
TOTAL Added	\$ 20,020.35	TOTAL Reduced	\$ 20,020.35

Rainy Day Fund (151)

3.13 Legal Services	\$ 9,044.68	3.14 Other Professional Services	\$ 1,889.00
4.1 Land	\$ 28,549.13	4.3 Improvements Other Than Bldgs	\$ 50,079.81
4.4 Furniture & Equipment	\$ 14,375.00		
TOTAL Added	\$ 51,968.81	TOTAL Reduced	\$ 51,968.81

AYE

NAY

ATTEST:

Secretary, Jasper Co. Public Library Board

APPROPRIATION REDUCTION RESOLUTION/ORDINANCE

Whereas, it has been shown that certain existing appropriations now have unobligated balances that will not be needed for the purposes for which appropriated; now, therefore:

Sec. 1. Be it ordained (resolved) by the Board of Trustees
(Fiscal Body)
of Jasper County Public Library, Jasper County, that the following
(Taxing Unit)
existing appropriations be reduced in the following amounts:

Fund Name: <u>0101 General</u>	AMOUNT OF REDUCTION REQUESTED	AMOUNT OF REDUCTION APPROVED BY FISCAL BODY
Major Budget Classification:		
Personal Services	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Other Services & Charges	\$ <u>\$30,000</u>	\$ <u>\$30,000</u>
Township Assistance	\$ _____	\$ _____
Debt Service	\$ _____	\$ _____
Capital Outlays	\$ _____	\$ _____
 TOTAL for <u>0101 General</u> Fund:	 \$ <u>\$30,000</u>	 \$ <u>\$30,000</u>

(Repeat for any other funds.)

Adopted this 27th day of December, 20 17.

AYE

NAY

ATTEST:

Donella L. Harper
Secretary of Fiscal Body
Pro Tem



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